



## REQUEST FOR PROPOSALS

### EVENTS COORDINATION FOR 2017 NKANDLA MAY RURAL HORSE RIDING EVENT

Nkandla municipality invites proposals from experienced and competent companies with relevant and sufficient capacity to coordinate the 2017 Nkandla May Rural Horse Riding event on the 27<sup>th</sup> May 2017. This project requires a highly organised professional event management company with acceptable (traceable references) and appropriate experience in logistics, planning, execution of task and co - ordination of events of this nature.

**The work includes the following:**

1. Conceptualise and design a creative plan of activities for the event.
2. Develop an activity plan in conjunction with all stakeholders
3. Implement and provide oversight to the plan

The plan should also include the following items, over and above what the coordinator proposes; marketing and PR plan, Securing Sponsorship.

Closing date for the submission of proposals is the **8<sup>th</sup> February 2017 @ 9h00am**. Proposals should be submitted to the tender box at Lot 292 Maree Road, Nkandla 3855. Please note that you will be required to present your proposal to the Nkandla management committee that is scheduled for the **08<sup>th</sup> February 2017 at 10h00am**.

For more information please contact Mrs DK Khuzwayo on 035 8332030/ 0726812154.

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NM Mnyandu

Acting Municipal Manager