

REQUEST FOR QUOTATIONS –

APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF A BASELINE REPORT AND DISCUSSION DOCUMENT ON THE STATUS QUO ON BUILT ENVIRONMENT IN LOCAL GOVERNMENT, & DEVELOPMENT OF MANUALS

This is a scope of work for the consolidation of the content and development of a baseline report and discussion document on the status quo on built environment, as well as the development of manuals. The materials should adhere to adult learning principles and takes account of possible special needs of users. Materials should be appropriate to the councillors and the local government context and have the potential to enable the user to integrate all the needed skills to achieve the user objectives.

SALGA requires the services of a competent service provider with extensive knowledge and understanding of built environment issues and experience in the local government sector. Service providers with a history and proven track record are encouraged to apply by to offer the following services:

- Conduct research and produce a document on the status of built environment, in South Africa and the progress made in the last 25 years of SALGA.
- Develop a discussion document to guide deliberations at Conference
- Develop (and printing of 2000 copies) built environment manuals for use by local government.

The above scope of work can be summarized into the following tasks and estimated time frames:

No	Tasks / Activities	Timeframe	Deliverables
1.	Conduct research for the development of a baseline document on the status of built environment in local government over the past 25 years	10 working days.	- Draft Discussion document - Draft manuals
2.	Document the preliminary findings of the study and compile a discussion document for dissemination, including PowerPoint to be presented.	2 working days	Final Discussion document for dissemination PowerPoint presentation on

			the preliminary findings
4,	Submit draft report for baseline study report and draft manuals to the Portfolio for comments and inputs	0	• Draft report and draft baseline study
5.	Finalise and submit final documents / reports to the Portfolio	2 working days after receiving inputs	• Baseline Document on the status of built environment in local government over the last 25 years • Manuals
Total No of Days		14	

The closing date and time for submission of quotations is Thursday, 24 November at 11:00.

Submission of quotations to be addressed to Nokulunga Neti at nneti@salga.org.za.