

**TENDER NOTICE & INVITATION TO TENDER**
**TENDER NO.: BV 1086/ 2024**
**PROVISION OF MUNICIPAL BRANDING, MARKETING AND EVENT MANAGEMENT SERVICES FOR THE PERIOD ENDING 30 JUNE 2027**

The Breede Valley Municipalities invites tenders for the provision of municipal branding, marketing and event management services for the period ending 30 June 2027.

Only service providers/contractors, who meet the requirements as set out in the conditions of the tender, are encouraged to participate in this tender. Interested companies/ suppliers/ distributors/ manufactures can request or collect bid documents from the Supply Chain Management Offices, 51B Baring Street, Worcester. Documents are to be requested or collected as from Friday, 23 August 2024, during office hours Mondays to Fridays 08h00 – 13h00 and 13h30 – 15h00. A non-refundable fee of R 230-00 (Two Hundred and Thirty Rand) for each set of documents, payable by cash deposits and EFT's. Please note: **The R230 is only payable if you collect the documents in hard copy from our offices. Documents are also electronic available upon request, free of charge, as the printing costs are for the bidder's own account.**

Any enquiries regarding the bidding procedure or the issue of bid documents shall be directed to the Supply Chain Management Unit, for attention of Mrs. L. Plaatjies, at telephone number 023 348 2967 or e-mail address: [lplaatjies@bvm.gov.za](mailto:lplaatjies@bvm.gov.za). Alternatively, the Supply Chain Officer: Procurement, Mr. W Bells can be contacted at telephone number 023 348 2954 or e-mail address: [wbells@bvm.gov.za](mailto:wbells@bvm.gov.za). Any enquiries regarding technical information shall be directed to the Manager: IDP, PMS and Communication and Intergovernmental Relations (IGR): Mr. C. Malgas, at telephone number 023 348 2615, or e-mail address: [cmalgas@bvm.gov.za](mailto:cmalgas@bvm.gov.za).

A compulsory clarification meeting with representatives of the Employer will take place on Wednesday, 11 September 2024, starting time 11h00. Prospective tenderers shall meet in the SCM Boardroom, 51B Baring Street, Worcester. Persons who arrive 15 minutes later than the mentioned starting time will not be allowed into the meeting and / or site inspection. Contractors who wish to purchase a tender document on the day of the clarification meeting must ensure that they do so prior to 9:00. If not, tender documents shall be issued again after the clarification meeting. Please note: The Municipality prefer that Senior Company Staff members or Contract Managers attend the compulsory clarification meeting as the Scope of Works, the Design and the Tender Specifications will be discussed in detail along with the Execution phase expectations and possible amendments. It remains the Bidder's responsibility to familiarize themselves with and fully understand the tender specifications to be able to submit a responsive tender

Tender offers, in properly sealed envelopes and clearly marked on the outside with the corresponding bid number and description, must timeously be placed in the tender box at Breede Valley Municipal Credit Control offices, 53 Baring Street, Worcester, by not **later than 11h00 on Friday 27 September 2024**. Telephonic, telegraphic, telex, facsimile, electronic or e-mailed, bids will not be accepted. If the bid is late, it will not be accepted for consideration.

The Employer does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or any part thereof, which may result in the acceptance of more than one tender, whichever the case may be. The Employer shall apply the Municipal Supply Chain Management Policy as adopted in terms of Section 111 of the Municipal Financial Management Act, 2003 (Act No 56 of 2003) and relevant regulations. All eligible bids received shall be evaluated in terms of the Employer's Supply Chain Management Policy, the Preferential Procurement Framework Act, the Preferential Procurement Regulation of 2022 and Council's Preferential Procurement Policy. The 80/20 preference point system shall be applicable. No bids will be considered from persons in the service of the state.

Breede Valley Municipality  
Private Bag X3046  
WORCESTER

D. MCTHOMAS  
MUNICIPAL MANAGER  
SC 23/2024

