

KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE: LED, TOURISM AND CREATIVE INDUSTRIES
NOTICE NO: 157/2015
APPOINTMENT OF EVENT PLANNER FOR ANNUAL SEASON REQUIREMENTS

Prospective Service Providers are hereby invited to submit quotation for the Appointment of an Event Planner for Annual Season Events on the 16 and 30 December 2015.

Any information regarding this quotation can be obtained from Mrs. C. Strydom at Tel: 042 200 2200 ext: 2223, email: cstrydom@kouga.gov.za

Compulsory Terms of Reference Document containing specifications and necessary documentation to be completed can be obtained from the **Office of Supply Chain Management** or the **Municipal Website** www.kouga.gov.za

Please note:

- Telegraphic, telephonic, telex, facsimile, email or late quotations will not be accepted.
- A functional assessment of 42 points is will apply to this tender.
- This contract will be evaluated on the 80/20 point scoring system.
- Prospective Service Providers must submit a valid original SARS Tax Clearance Certificate with their quotation in order to be considered.
- Service Providers already registered need not to submit a tax clearance certificate on condition that their database registration is valid and up to date.
- Prospective Service Providers must register on Kouga Municipality's Supplier Database.
- In order to claim Preference points a valid original or certified B-BBEE Status level Verification certificate from an **SANAS** registered verification agency or a registered auditor approved by the Independent Regulatory Board of Auditors (IRBA) must be submitted to validate the claim, **No B-BBEE Status Level Verification Certificate- No points to be claimed.**
- The Council reserves the right to accept any quotation and, or part thereof, appoint more than one contractor, and does not bind itself to accept the lowest or any quotation. The Council reserves the right to appoint any contractor.
- The validity period for submission must be 90 days from the closing date.
- **It is the Service Provider's responsibility to ensure that their bid is deposited in the correct tender box. No bid document delivered at any other venue or tender box than the mentioned one will be considered.**

Quotations in a sealed envelope endorsed "**NOTICE NO: 157/2015: 'APPOINTMENT OF EVENT PLANNER FOR ANNUAL SEASON EVENTS'**", must be placed in the Tender Box **inside the Office of Supply Chain Management**, St Croix Street, Jeffreys Bay on or before **THURSDAY, 10 DECEMBER 2015 at 12:00.**

S.S. FADI
MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY 6330

For placement: Seven (7) day notice to be placed latest by Wednesday 02 December 2015
Municipal Website & Municipal Notice Boards