

KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE: OFFICE OF THE DEPUTY MUNICIPAL MANAGER
NOTICE NO: 56/2026

REQUEST FOR QUOTE (RFQ): APPOINTMENT OF A SERVICE PROVIDER FOR LONG SERVICE AWARDS EVENT MANAGEMENT

Prospective service providers are hereby invited to submit informal quote for the appointment of a service provider for long service awards event management.

DETAILED SPECIFICATION IS AVAILABLE ELECTRONICALLY:

An electronic copy of the Terms of Reference will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za as from **Thursday, 05 March 2026**. After downloading the Terms of Reference from the website each prospective bidder **MUST** ensure that a complete Terms of Reference document is printed.

CONDITIONS OF THIS RFQ:

- Telegraphic, telephonic, telex, facsimile, email or late tenders will not be accepted.
- This contract will be evaluated on the 80 (price)
- The specific goals would be for a maximum point of 20 points. To claim for specific goals prospective bidders **MUST** submit proof/required documents.
- **An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved in a flash drive or CD. Failure to submit AN ORIGINAL HARD COPY AND A COPY ON EITHER USB or CD will deem the bid non-responsive.**
- A valid SARS Tax Compliance Status Pin may be requested to verify tax status.
- Prospective Service Providers must register on Kouga Municipality's Supplier database as per the registration requirements.
- The National Treasury Central Supplier Database Summary report must be submitted.
- The Council reserves the right to accept any tender and, or part thereof, appoint more than one contractor, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any contractor.
- The validity period for submission must be 90 days from the closing date.
- RFQ's that are deposited in the incorrect box or delivered to any other venue will not be considered.

Any information regarding this formal quote can be obtained from Ms Z. Gola at zgola@kouga.gov.za and copy tenders@kouga.gov.za

Quotations in a sealed envelope endorsed "**NOTICE NO: 56/2026: "RFQ: APPOINTMENT OF A SERVICE PROVIDER FOR LONG SERVICE AWARDS EVENT MANAGEMENT"**" must be placed in the Tender Box **16 Wolfemade Street, Jeffreys Bay, Room 122** on or before **MONDAY, 16 MARCH 2026 at 12:00**.


D. DE JAGER

DEPUTY MUNICIPAL MANAGER

P.O Box 21
JEFFREYS BAY
6330

For Placement: Municipal Website/ Municipal Notice Boards in all offices/areas – 05 March 2026