



MERAFONG CITY LOCAL MUNICIPALITY

03 HALITE, CARLETONVILLE, 2499 - TEL (018) 788 9500
For Bid Document Enquiry: B Tsotso 018 788 9692
E-Mail: btso@merafong.gov.za

BID NOTICE

BID NO.	DESCRIPTION	FUNCTIONALITY	DOCUMENT AVAILABILITY	CLOSING DATE	ENQUIRIES
MM(M&C) 22/05/2425	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE INTEGRATED MARKETING COMMUNICATIONS AND EVENT MANAGEMENT SERVICES FOR THE MAYORAL COMMUNITY INDABA	Minimum of 70/100 points required to proceed to the next evaluation stage	28 MAY 2025	12/06/2025 @ 10H00 @ SCM Unit	Mr. T Fezani 018 788 9500

Bids are hereby invited based on the above-mentioned information

Bid documents will be available for the non-refundable fee of R 1 322.62 vat inclusive (proof of payment must be attached with the returnable document) on weekdays from 07:30 until 15:30, at Merafong Local Municipality at SCM offices situated on the corner of 3 Halite and Gold Street, Carltonville,2499

NB: Bid documents can also be made available electronically upon receiving the EFT proof of payment.

Merafong City LM Banking Details- Nedbank Current Account No: 1454087331

Bids are to be completed in accordance with the conditions contained in the bid documents and must be placed in a sealed envelope and externally endorsed:

MM (M&C) 22/05/2425 : Appointment of a service provider to provide integrated marketing communications and event management services for the mayoral community indaba.

Bids must be deposited in Bid Box 1, situated at the Revenue Section, Cnr Halite and Gold Street, Carletonville and is open between 07h30 and 16h00. Bids will be opened immediately thereafter, in public.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

1. Companies must be registered on the CSD database and suppliers must submit CSD report not older than 3 months, link: www.csd.gov.za
2. Attach municipal rates and taxes for both company and directors appearing in CK (not older than 3 months) if the statement of water and lights is not on your names, please submit copy of Lease Agreement with proof of payment for 3 months from the Bank (No statements).

3. Certified copies of Identity Documents (ID's) for all shareholders/owner(s)/partners registered on the CK forms.
4. Copies of Company Registration documents (CK 1) must be submitted.
5. Bidders must attach a valid tax pin certificate.
6. **NB: EVALUATION OF THE BID:** The evaluation of proposal will be conducted in two stages, compliance requirements and second stage will be assessment on functionality.
7. 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 Specific goals points scored.
8. Attach receipt as proof of purchase of the bid document and ensure that the receipt is secured in the document.

TERMS AND CONDITIONS:

- Failure to comply with these conditions will result in immediate disqualification of your bid.
- The Merafong Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid or to withdraw.
- Bids which are late, incomplete, unsigned, completed in pencil, use of correction pen/tippex, submitted by facsimile or electronically, will not be accepted.
- Bids submitted are to hold good for a period of 90 working days.
- Bids must only be submitted on the documentation provided by the Merafong Local Municipality; (original bid documents)

D.D. Mabuza
Municipal Manager
Merafong City Local Municipality