



SPECIFICATIONS ENQUIRIES	Mr. Khotso Morudi/ Ms. Ilse Van Schalkwyk
TEL NO.	(021) 483-2628 / 021 483 9494
BID ENQUIRIES	Ms. Siyavuya Maputi
TEL NO.	(021) 483-9166
BID NO.	EDT 003-24
CLOSING DATE	25 April 2025 @ 11:00
VALIDITY PERIOD	90-DAYS (CALCULATED FROM CLOSING DATE)

Service: **APPOINTMENT OF A PROFESSIONAL CONFERENCE ORGANISER (PCO) TO RENDER COMPREHENSIVE CONFERENCING SERVICES TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM FOR A PERIOD OF 12 MONTHS.**

1. Bidders are invited to submit their applications for the appointment of a professional conference organiser to render comprehensive conferencing services according to the attached Terms of Reference.
2. This bid is subject to the General Conditions of Contract (GCC) and, where applicable, any other special conditions of contract.
3. Kindly note that the Bid applications may be submitted in one of the following ways:
 - 3.1 **By post:**
The Head of Department: Supply Chain Management Unit, Department of Economic Development & Tourism, P. O. Box 979, Cape Town, 8000
 - 3.2 **Hand delivery:**
To be deposited in the tender box on the ground floor at the NBS Waldorf Arcade Building, 80 St Georges Mall, Cape Town.
NB: Please ensure that the bid is deposited in the bid box of the **Department: Economic Development and Tourism.**
4. Bids forwarded by e-mail or similar process, will not be considered.
5. A bidder who submits documentation via courier, are responsible for ensuring that the documentation is delivered in the bid box of the Department: Economic Development and Tourism before closing date and time. **Failure to comply will result in the bid not to be considered.**
6. No late bids will be accepted.

For **Accounting Officer: Department of Economic Development and Tourism**

Date: