

KNYSNA MUNICIPALITY

BID NO. T 69 / 2015:

ADVERTISING, PUBLIC RELATIONS AND MARKETING AGENCY

Knysna Municipality invites tenders for the Appointment of an Advertising, Public Relations and Marketing Agency to render Integrated Marketing, Public Relations, Communication and Stakeholder Engagement Services for a Period of a Period of Three (3) Years

The physical address for collection of tender documents is **Supply Chain Management Unit, Finance Building, Queen Street, Knysna.**

A receipt for a non-refundable deposit of **R 218.00** payable by cheque made out in favour of Knysna Municipality is required on collection of the tender documents. E-mailed tender documents can be obtained from the following address: mmato@knysna.gov.za at no cost.

Technical enquiries relating to the tender documents may be addressed to: Eben Phillips, Tel No. 044-302 6363, email: ephillips@knysna.gov.za

The closing time for submission of bids is **12h00** on **Wednesday, 25 Novmeber 2015**. Bids must be sealed in an envelope clearly marked with the bid number and title given above, and placed in the **bid box at the Supply Chain Management Unit, Finance Building, Queen Street, Knysna**, before the latter time and latest date. Telephonic, facsimile, e-mail and late bids will not be accepted. Bids must remain valid for a period of ninety (90) days after the closing date of the bid.

Bids will be opened on the same day at the Supply Chain Management Section at 12h05. Late or unmarked bids will not be considered.

Bids may only be submitted on the bid documentation that is issued.

Bids will be evaluated according to the **80/20** preference points system. The bids are subject to the Council Supply Chain Management Policy, Preferential Procurement Policy Framework Act 2000, the Preferential Procurement Regulations 2011 and Council Preferential Procurement Policy adopted in terms of Section 2 of the Act.

The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.

Further requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the Tender Data.

G S Easton
Municipal Manager
Clyde Street
KNYSNA
6570

