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# **NOTICE (WEB SITE ADVERT)**

AMATHOLE ECONOMIC DEVELOPMENT AGENCY SOC LTD

# **REQUEST FOR QUOTATION (RFQ) FOR:**

**PROJECT NAME:** **PROVISION OF PUBLIC RELATIONS SERVICES INCLUDING COMMUNICATION SUPPORT, EVENTS PROMOTION, MARKETING AND SOCIAL MEDIA MANAGEMENT SERVICES TO ASSIST ASPIRE FOR A PERIOD OF 3 MONTHS**

**RFQ NO: 001-2023**

Bids are hereby invited for **PROVISION OF PUBLIC RELATIONS SERVICES INCLUDING COMMUNICATION SUPPORT, EVENTS PROMOTION, MARKETING AND SOCIAL MEDIA MANAGEMENT SERVICES TO ASSIST ASPIRE FOR A PERIOD OF 3 MONTHS**. The minimum specifications are detailed in the Bid document.

Bid documents may be requested from ASPIRE after the payment of the **R100 fee** at a **non-refundable fee**. Bidders will be required to print out the BID document once received, bind, complete and submit on or before the closing date and time.

Technical Enquiries should be addressed to **Ms Sandra Weppelman, 068 095 8167.**

SCM Enquiries: Anda August, 081 597 9019.

**Bank details for payment Fee:**

Bank Account: STANDARD BANK OF SOUTH AFRICA, Account number: 271076550, Branch number: 051001 and Account type: Current Accounts**, reference name\_ “RFQ 001 – 2023” \_name of service provider “ABC TRADING”,** email proof of payment to anda@aspire.org.za and supplychain@aspire.org.za to receive the tender document.

Completed Bids are to be emailed back to ASPIRE at anda@aspire.org.za and supplychain@aspire.org.za, named **“PROVISION OF PUBLIC RELATIONS SERVICES INCLUDING COMMUNICATION SUPPORT, EVENTS PROMOTION, MARKETING AND SOCIAL MEDIA MANAGEMENT SERVICES TO ASSIST ASPIRE FOR A PERIOD OF 3 MONTHS RFQ NO#**: **001-2023**" and must clearly indicate the name of the Service Provider with refence to the RFQ number not later than 11h00 on 13 April 2023.

Please note that ASPIRE is situated inside the ADM Building (**GROUND FLOOR**). **Please ensure that you email to** **anda@aspire.org.za** **and supplychain@aspire.org.za with reference to RFQ 001 – 2023\_” Name of Service Provider**. Thereafter, the bid will be opened in public (Via Teams Platform email will be sent to bidders who bought the bid document) , and the closing register will be placed on the ASPIRE website.

Bidders to note that a Functionality Evaluation will be undertaken. A minimum score of **70%** in total in the technical evaluation criteria must be scored to proceed to the Financial Evaluation. The Functionality evaluation criteria and points are as follows:

**Experience - 50 points**

**Expertise - 50 points**

**Total - 100 points**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

 Price - **80** points

 B-BBEE Status Level - **20** points

 **TOTAL** - **100 points**

**BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

[a] The ASPIRE Supply Chain Management Policy & Cost Containment Measurement Policy will apply.

[b] The ASPIRE does not bind itself to accept the highest point scorer or any other quotation and reserves the right to accept the whole or part of the quotation.

[c] Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically, will not be accepted.

[d] Price(s) quoted must be valid for at least ninety (90) days from date of your offer.

[e] Price(s) quoted must be firm and must specify whether inclusive of VAT (if a VAT vendor).

[f] For all transactions your tax reference number/pin at SARS must be furnished.

[g] Successful bidders will be required to register as a supplier/service provider on the National Treasury’s Central Supplier Database, if not already registered.

**Ms Chwayita Stofile, CA(SA), Acting Chief Executive Officer**

**14 Fitzpatrick Rd, Quigney, East London, 5201**

**Tel (043) 721 2070 Fax (043) 721 2074**