



## Tender Notice and Invitation to Tender

**THEEWATERSKLOOF MUNICIPALITY**, Directorate Corporate Services invites tenders for Contract **COR 03/2022/23**  
**THE APPOINTMENT OF AN ADVERTISING AGENCY FOR THE PERIOD FROM DATE OF APPOINTMENT TO 30**  
**JUNE 2025**

Only tenderers who satisfy the eligibility criteria stated in the Tender Conditions and Tender Data are eligible to submit tenders.

All bids received shall be evaluated in terms of the Theewaterskloof Municipality Supply Chain Management Policy, read with the Preferential Procurement Regulations of 2017. It is estimated that the 80/20 preference points system will be applicable. Tenders will be evaluated in terms of price and preference.

**The successful tenderer must also be registered on the Centralized Supplier Database (CSD). Tenderers can register on [www.csd.gov.za](http://www.csd.gov.za)**

A set of Tender Documents may be obtained from the Theewaterskloof Municipality, Supply Chain Management Department, 6 Plein Street, Caledon from **Friday, 05 August 2022** during office hours Monday to Thursday 07h45-13h00 and 13h45-16h45 and Fridays 07h45-13h00 and 13h45-15h30. **Payment of a non-refundable tender participation fee of R 500.00 (VAT Inclusive) is applicable.** It is an eligibility criterion and is payable by means of electronic transfer or direct deposit only. Proof of payment of the participation fee should accompany your tender document when submitting it. Refer enquiries **only in the aforementioned regard** to Mr Hanro September at [hanrose@twk.org.za](mailto:hanrose@twk.org.za)

Tender documents can also be requested via email from [hanrose@twk.org.za](mailto:hanrose@twk.org.za) for perusal purposes.

All technical enquiries must be directed to the Directorate: Corporate Services:

**Mr. Charles Fisher**

Theewaterskloof Municipality,

Caledon

7230

E-mail: [charlesfi@twk.org.za](mailto:charlesfi@twk.org.za)

Please note that no verbal enquiries will be entertained.

The closing time for receipt of tenders is **12h00 on Friday, 26 August 2022** at the Theewaterskloof Municipality, Tender Box 1- at the main entrance, 6 Plein Street, Caledon. Telegraphic, telephonic, telex, facsimile, electronic/e-mailed and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that has been issued. Tenders, completed in full, must be submitted in tender box no. 1 which is located at the entrance to the municipality head office of Theewaterskloof Municipality, 6 Plein Street, Caledon. Please note that the tender box is open 24/7 and that the deposit slot opening is 5 x 30 cm.

Council reserves the right to accept a tender in full, partially or not at all and is not obliged to accept the lowest tender received. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

BM Ngubo  
Acting Municipal Manager  
Theewaterskloof Municipality  
P O Box 24  
6 Plein Street  
Caledon  
7230