

BUFFALO CITY MUNICIPALITY

TENDER/PROPOSAL

CONTRACT NO. 2661

**INVITATION OF TENDERS/PROPOSALS ON BCM
CUSTOMER INCENTIVE SCHEMES**

In October 2003 the BCM Council approved the implementation of the current Customer Incentive Scheme whereby all domestic customers who have paid their rates and services accounts in full by the due date are eligible to win four cash prizes of R2 500 per person per month.

Monthly draws are performed by using a specialized computer program audited by the firm Deloitte to select winners from the 3 main areas of Buffalo City namely:-

| | | |
|---------------------|---|---------|
| East London | - | 2 Draws |
| King William's Town | - | 1 Draw |
| Mdantsane | - | 1 Draw |

The scheme's purpose is to encourage customers to pay their accounts promptly by due date i.e. 7th in East London and Mdantsane and 15th in King William's Town.

As the scheme has been running for 3 years Council has decided to investigate ways of improving and escalating the scheme and the winnable prizes.

Marketing and/or advertising companies or service providers are sought to provide professional advice and guidance on the current and future schemes that Council can undertake to achieve its purpose.

Prospective service providers must indicate in their proposals the following:

1. Methodology
2. Period and
3. Cost of providing this service

Further information required in this regard can be obtained from the Directorate of Finance, Revenue Department – Enquiries Ms VV Ntsodo, Telephone Number: 043- 705 3224.

One set of tender/proposal documents may be obtained from the Contracts and Procurement Manager, Municipal Stores, 80 Phillip Frame Road, Chiselhurst (P.O. Box 626), East London on payment of R100,00. Additional copies may be obtained at R200,00 each, which will not be refunded.

SUBMISSION OF TENDERS/PROPOSALS:

Tenders/proposals must be submitted before 12:00 on Friday, 13 July 2007.

Tenders/proposals may be submitted by hand, or by post. Faxed, e-mailed, telegraphic unsigned or incomplete tenders/proposals will not be accepted.

1. **By hand** : Sealed tenders endorsed on the envelope with the Tenderer's name and address and the contract number must be deposited in the formal tender box, Main Payments Hall, Munifin Centre, Caxton Street, East London or the Town Secretary's Department, Civic Centre, Independence Avenue, Bisho.
2. **By post** : To reach the Municipal Manager, P.O. Box 134, East London, 5200 in sufficient time for it to be placed in the Tender Box before the closing time.

OPENING OF TENDERS

Tenders/proposals will be opened in public at 14:00 on Friday, 13 July 2007, Room 212, 2nd Floor, Munifin Centre, 29 Oxford Street, East London.

Standard tender conditions will apply. Council reserves the right not to accept the only or lowest or any tender at all, or to accept the whole or part of any tender. The invitation and award of tenders is subject to the Council's Procurement Policy on tenders. The Council gives preference to previously disadvantaged contractors as set out in the procurement formula in the tender documents. Canvassing of Councilors or Municipal Officials shall disqualify a tender.

The Council reserves the right to extend the tender period by a notice in the press.

G.G. SHARPLEY
MUNICIPAL MANAGER (4567)

DAILY DISPATCH : ONE INSERTION : 29 JUNE 2007

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