



BUFFALO CITY METROPOLITAN MUNICIPALITY

CALL FOR PROPOSALS

Buffalo City Metropolitan Municipality invites organisers or promoters who wish to partner with the municipality in hosting events in the Buffalo City area during the 2025-2026 financial year (Nov 2025 to June 2026) to submit their proposals.

Terms of reference are available at the Directorate of Economic Development Offices, Tourism Offices Orient Beach Swimming Pools Complex, Esplanade Road, Quigney and 27 Taylor Street, King William's Town. They can also be downloaded from the BCMM's website.

Proposals should be submitted in a clearly marked sealed envelope to the City Manager's Office, 10th Floor, Trust Centre Building, corner North and Oxford Streets, East London.

Functionality evaluation will be conducted, based on the following criteria:

ASSESSMENT CRITERIA	POINTS
Suitability	10
Return on investment	50
Experience in event management	20
Corporate social responsibility	10
Events company's contribution i.e financial contribution and in-kind contribution	5
Ability to mobilise other co-sponsors	5
Total	100

Only proposals assessed at 70 points and above will qualify for further evaluation.

Closing date for submission of proposals is **04 December 2025** at 16H00.

No late submissions will be accepted. Technical enquiries should be directed to Manelisi Lwan in writing at **ManelisiL@buffalocity.gov.za** during office hours.