



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Private Bag X152, PRETORIA, 0001 • OR Tambo Bld, 460 Soutpansberg Road, Rietondale, PRETORIA, 0084
Tel: +27 (0) 12 351 1000 • www.dirco.gov.za

Reference : **DIRCO 01/2025/26**
Enquiries : Mr HM Rakhoale; Ms E Mazibuko; Ms MB Mphahlele
Telephone : 012 351 0077/ 1395/ 0225


Sir/Madam

SUBJECT: ADDENDUM TO THE CLOSING DATE OF THE BID No: DIRCO 01/2025/2026

1. Bid No: **DIRCO 01/2025/2026**
2. **BIDDERS ARE REQUESTED TO TAKE NOTE OF THE EXTENSION OF THE CLOSING DATE FROM 05 MAY 2025 @ 11 O'CLOCK AM TO 09 MAY 2025 @ 11 O'CLOCK AM**
3. Please make sure that your bid reaches this office before the closing date.
4. When submitting your bid, the following information **must** appear on the sealed envelope:
 - Name and address of bidder
 - DIRCO Number
 - Closing date

The envelope can be placed in the bid box at DIRCO New Head office Building, 460 Soutpansberg road Rietondale Pretoria.

Yours faithfully


CHIEF DIRECTOR
DATE: 2025/04/30

Kgoro ya Tirisano le Tshomišano ya Dinaga tša Boditšhabatšhaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditšhabatšhaba le Tirisano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusebentisana • ISebe lezobudlelwane neNtsebenziswano yamZwe ngamaZwe • UmNyango weTjhebiswano nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatshaka na Tshumisano • Ndzawulo ya Vuxaka bya Matiko ya Misava na Ntirhisano • Departement van Internasionale Betrekkings en Samewerking

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

INVITATION FOR BIDDERS TO SUBMIT PROPOSALS TO PROVIDE AN ALL-INCLUSIVE EVENT MANAGEMENT SERVICE, FOR ADVERTISING, BRANDING MATERIAL, MEDIA-BUYING SERVICES, CONFERENCE PACKS, PROMOTIONAL MATERIAL, AND EVENT LOGISTICAL REQUIREMENTS (GOODS AND SERVICES), FOR THE G20 HEADS OF STATE AND GOVERNMENT SUMMIT UNDER THE SOUTH AFRICAN PRESIDENCY, SCHEDULED TO TAKE PLACE BETWEEN 22 TO 23 NOVEMBER 2025, IN GAUTENG



TERMS OF REFERENCE

CLOSING DATE: 09 MAY 2025 @ 11:00 AM

27. CONTACT PERSONS AND SUBMISSIONS OF BIDS

- a. All enquiries can be directed at Supply Chain Management:

Tel: 012 351 11395, 012 351 0225, 012 351 0077

Fax: +27 12 329 1267

- b. After completing the pricing schedules electronically, the electronic version of the pricing schedule must be printed, signed and submitted together with the remaining bid documents which will serve as the hard copy of the bid. Bidders must further initial each page of the bid document on the top right-hand corner.
- c. The Service Provider will be expected to also submit the pricing schedules on a Flash Drive.
- d. Each bid must be submitted in a separate, sealed envelope or suitable cover on which the name and address of the bidder(s), the bid number and the closing date must be clearly endorsed.
- e. **Prospective Service Providers should submit their bonded proposals in a sealed envelope with the details of the specific quotation on the outside of the envelope to:**

Per hand

Tender Box OR Tambo Building

The Department of International Relations and Cooperation

OR Tambo Building

460 Soutpansberg Road

Rietondale

Pretoria

0084

Closing date 09 May 2025 @ 11:00 AM

E-Mailed or faxed submissions shall not be accepted.

- f. A compulsory briefing session will be held on MS teams **on the 23 /04 / 2025 and link will be shared on etenders and DIRCO website** from 10:00 and interested bidders are invited to attend.
- g. Bids received after the closing date and time, at the address in the bid's documents, will not be accepted for consideration and where practical, be returned unopened to the bidder.
- h. For further technical assistance bidders can direct their inquiries to Supply Chain Management via email following officials: