

CALL FOR TENDER APPLICATIONS

MARKETING PLAN DESIGN

Reference: EYWA Project – Co-funded by the European Union
Issued by: The Spanish Chamber of Commerce in South Africa (SCC)
Issue Date: August 11, 2025
Closing Date: August 26, 2025, at 17:00

1. Object of the Tender

This Call for Tender is aimed at assisting in designing a professional marketing plan (hereafter “tenderers”) capable of providing the following services for the Spanish Chamber of Commerce in South Africa:

Required Services to tenderers

- Provide assistance to the EYWA Subgrant beneficiaries (women entrepreneurs) in designing a professional marketing plan.

Service Period

- From 1st September 2025 to 30th November 2025.
- Marketing plan to be designed in a maximum of 3 month-period including eventual finetuning or adaptations for each EYWA Subgrant Beneficiary (women entrepreneur).

Provider Responsibilities

- Support the beneficiaries in designing their marketing plan within 2 months
- Maintain communication with the SCC on the progress of the design of the plan on a weekly basis.
- Inform us immediately when a beneficiary stops using your services before the 2 months are over.
- Share with us the finalized marketing plan for each beneficiary

2. The Spanish Chamber of Commerce Responsibilities

- Provide profiles of all the EYWA Subgrant beneficiaries requesting these services.
- Communicate any additional information received from the European Union regarding the use of this service.

3. Contract Duration and Execution

- The contract will commence on 1st September 2025, or the day after formal signing, and run

until 30th November 2025 or for 3 month- period, if the signing occurs after the 1st of September.

- Any extension due to exceptional circumstances will be communicated in advance, subject to mutual agreement and no increase in budget.

4. Budget and Eligible Costs

- Maximum Total budget available: €5,200 (ZAR 104,000) - exchange rate 1€ 20ZAR) for a maximum number of 26 beneficiaries.
- Maximum Budget per person per month: €100 (ZAR 2,000) – exchange rate 1€ 20ZAR
- This includes all taxes.
- The Spanish Chamber of Commerce in SA will only pay for completed services in case of delays or cancellations due to circumstances beyond the provider's control.

5. Tender Selection Criteria

- The contract shall be awarded to the tender offering the best economic value (the cheapest one).

5.1 Tender Admission Criteria

- Copy of South African CIPC registration certificate.

6. Billing and Expense Justification

Invoices may be submitted once the website design is finalized, and the beneficiary is satisfied with it. Each invoice must include:

- Total cost per EYWA beneficiary
- Total cost for the services provided
- Reference to the services provided for EYWA Project, co-funded by the European Union

7. Submission Requirements

Tenderers must submit:

1. Technical Offer:

- CIPC registration document
- Formal declaration of legal operation
- Legal contract/offer with all that's included in Clause 1

2. Quotation:

- Pricing breakdown (including unit cost)

8. Submission Details

- Email applications to: generalmanager@spaincc.org
- **Deadline: 26th August 2025 at 17:00 SAST**
- Inquiries: Joaquin Valverde, Generalmanager@spaincc.org

Note: Late submissions will not be considered. The Spanish Chamber of Commerce reserves the right to reject any tender that does not meet the stated requirements or budget limitations.