



# LGSETA

CREATING GREATER IMPACT

## INVITATION FOR PROSPECTIVE BIDDERS

The Local Government Sector Education and Training Authority (LGSETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998. The Mandate of the LGSETA is to facilitate skills development for the local government sector, through developing a sector skills plan, and implementing learning programs in support thereof. The vision of the LGSETA is to be the lead SETA by facilitating skills development at municipal level across South Africa.

The LGSETA hereby extends an invitation to an experienced service provider to respond to the following request.

| TENDER  | RFP NO.                             | NON-REFUNDABLE FEE |
|---|-------------------------------------|--------------------|
| Panel of Preferred Suppliers for Communication and Marketing support services at LGSETA offices nationwide as and when required for a period of two years ending 31 March 2018. The performance of the services provider will be assessed at the end of the 1st year and if satisfactory, the contract will be allowed to run for the 2nd year of the contract. | LGSETA /COMMUNICATIONPANEL /2016/07 | R500.00            |
| Panel of Preferred Suppliers for Event Management services at LGSETA offices nationwide as and when required for a period of two years ending 31 March 2018. The performance of the services provider will be assessed at the end of the 1st year and if satisfactory, the contract will be allowed to run for the 2nd year of the contract.                    | LGSETA/EVENTS/2016/08               | R500.00            |

**COLLECTION OF BID DOCUMENTS:** Bid documents will be made available from 23 February 2016, weekdays only from 08H00 until 16H00, subject to valid proof of payment. A non-refundable tender document fee of R500 for each tender document is payable by bank deposit and or EFT. Banking details are as follows: ABSA Bank; Branch Code: 632005; Account Number: 0100159031; Account name: Local Government Sector Education Training Authority; (Please quote the relevant tender reference number & your Company Name).

**BID DOCUMENTS ARE NOT TRANSFERABLE:** Hard copies of the tender documents can be collected at the LGSETA Head Office located at 1st Floor, 47 Van Buuren Road, Bedfordview, 2007 (also subject to valid proof of payment).

Please quote a tender reference number in all correspondence. Correspondence without a reference number will not be attended to.

LGSETA reserves the right to withdraw, cancel or not to award any tender issued. LGSETA shall only accept DTI criteria as proof of B-BBEE status.

The Bidder will also be expected to meet a minimum of 70 points on the functionality criteria in order to qualify for the next evaluation phase.

For more information, contact Supply Chain Office on: [procurement@lgseta.org.za](mailto:procurement@lgseta.org.za) by no later than 10th March 2016 at 16h00.

All queries received will be compiled into one document and an email response will be sent to all bidders who collected the bid documents.

**CLOSING DATE AND TIME: 14 MARCH 2016 AT 12H00PM**

Proposals must be delivered to the following address and submission register must be signed off: The Supply Chain Office 47 Van Buuren Road, 1st Floor, Bedfordview, 2007.

Bids received by email, facsimile or similar medium will not be considered.

Note: No late submission will be accepted.