

REQUEST FOR BIDS/TENDERS

Event coordination and management - Ref: NHC/01/2013/14

The National Heritage Council (NHC) is seeking to appoint a suitably qualified and experienced service provider with applicable expertise and experience to coordinate and manage an awards ceremony, the Goldenshield Heritage Awards which will be held this year in the Free State Province. The prospective service provider is required to have a proven track record, capacity, resources and expertise.

Enquiries and important dates

Bidders are welcome to forward their enquiries only through email to: s.ntshanga@nhc.org.za. There will be no briefing session. Follow-up telephonic enquiries may be directed to Mr Ntshanga on 012 348 1663 during office hours.

Tender documents collection	Cost of documents and payment	Enquiries	Tender documents submission
Closing date 2 August 2013 at 11h00	R100 per copy (non-refundable) to be deposited into the NHC bank account	All enquiries close on 07 August 2013 at 11h00	Closing 16 August 2013 at 11h00

GENERAL INFORMATION

The information below applies to all the tenders.

Collection details

The documents will be available from the NHC offices in Pretoria only from the following address; 57 Kasteel Road, corner of Ingersol Road, Domus Building, Ground floor, Lynwood Glen, Pretoria, 0081.

Buying of bids

No cash will be accepted at the bid collection. Proof of payment (EFT or bank deposit slips) will be required when documents are collected.

Account details

National Heritage Council, Bank: First National Bank, Account Type: Corporate Cheque Account, Account No.: 62071705738, Branch Code: 253145. Documents will not be made available online or by e-mail but courier collections will be accepted.

Submission of bids

All bids must be sealed in a clearly marked envelope/packaging and submitted at the NHC office. A date and time submission register of the NHC should be signed by the person who collects and submits the bid documents. NHC is not obliged to accept any bid and reserves the right to reject any or all bids. Telegraphic, e-mailed or faxed bids will not be accepted. No late submissions will be accepted.