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|                             |   |
|-----------------------------|---|
| Tender Name                 | Updating of guides on critical and scarce skills (2008/2009)        |
| Tender Reference Number     | RES/GCS/031/07  |
| Description                 | Updating of the current guides on critical and scarce skills        |
| Closing Date                | 28 November 2008  |
| Closing Time                | 11:00   |
| Compulsory Briefing Session | 21 November 2008 at 09:30 at the W&RSETA Head Office Main Boardroom |

### DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

| Document | Description   |
|----------|---|
|          | Cover Page and Guidelines for submission                              |
| SBD01    | Invitation to Tender  |
| SBD02    | Application for Tax clearance certificate                             |
| WBD01    | Terms of reference  |
| WBD02    | Evaluation Process and Criteria                                       |
| SBD04    | Declaration of interest   |
| SBD06    | Preference Point claim form   |
| SBD07    | Contract Document (Including SCC and GCC and Vendor information form) |
| SBD08    | Declaration of past SCM practices                                     |

### SUBMISSION GUIDELINE S:

1. An original plus two copies of the bid (i.e) three documents in total should be hand delivered to:

The Executive Manager: SCM  
W&RSETA House  
224 Witch Hazel street  
Highveld Techno Park  
Centurion, Pretoria

Should you make use of the postal service or courier service to mail your bid, it is your responsibility to ensure that the bid reaches the address above before the closing time

2. The following information must be clearly indicated on the envelope in which the bid is submitted:
  - 2.1 The bid name and bid number
  - 2.2 The name of the bidder

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dder (including the e-mail address)

- 2.4 Whether the envelope contains
  - 2.4.1 original bid or a copy
  - 2.4.2 Compliance documentation or Technical Documentation
  
- 3. Late submissions will **not** be accepted. A submission will be considered late if it arrived only one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid
  
- 4. Bidders are advised that their proposals should be concise, written in plain English, legible and simply presented
  
- 5. Bidders are reminded that the briefing session for this bid is compulsory and will be held at the W&RSETA Head Office Main Boardroom at W&RSETA House, 224 Witch Hazel Street, Highveld Technopark, Centurion
  
- 6. All bids must be submitted in the following format:

| Compliance Documentation (separately marked envelopes) |  |
|--|--|
| 1  | SBD01 . Invitation to Bid                                |
| 2  | Tax clearance certificate                                |
| 3  | SBD04 . Declaration of interest                          |
| 4  | SBD06 . Preference Point Claim Form                      |
| 5  | SBD 07 . Contract Form (GCC, SCC and Vendor Information) |
| 6  | SBD08 . Declaration of Past SCM practises                |
| Technical Documentation (Separately marked envelopes)  |  |
| 1  | Technical Proposal                                       |

- 6.1 Please note the following submission guidelines:

| Compliance Documentation (separately marked envelopes) |                           |  |
|--|---------------------------|--|
| 1  | SBD01 . Invitation to Bid | Must be completed in full and signed                       |
| 2  | Tax clearance certificate | Valid Original tax clearance certificate must be submitted |



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|---|--|--|
|   | interest   | Must be completed in full and signed                       |
| 4   | SBD06 . Preference Point Claim Form                      | Must be completed in full and signed                       |
| 5   | SBD 07 . Contract Form (GCC, SCC and Vendor Information) | Must be completed in full, each page initialled and signed |
| 6   | SBD08 . Declaration of Past SCM practises                | Must be completed in full                                  |
| Technical Documentation (Separately marked envelopes) |  |  |
| 1   | Technical Proposal                                       | Must contain full details as per the Terms of reference    |