



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL SERVICES BOARD

BID NUMBER: **FSB2010/004**

CLOSING DATE: **29 March 2010**

CLOSING TIME: **16:00**

DESCRIPTION: **OECD Conference in 2011 Events Manager**

The successful bidder will be required to fill in and sign a written Contract Form (FSB SBD 7).

BID DOCUMENTS MAY BE POSTED TO: *Financial Services Board, Tender Committee, P O Box 35655 Menlo Park 0102*

OR

DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*) *Financial Services Board, Riverwalk Office Park, Block B, 41Matroosberg Road Ashlea Gardens, Extension 6*

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is only open during office hours Monday to Friday from 8h00 to 17h00.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER.....

VAT REGISTRATION NUMBER

HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (FSB SBD 2)? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO (IF YES ENCLOSE PROOF)

NAME OF REPRESENTATIVE SIGNATURE OF REPRESENTATIVE

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED