

# Invitation to Bid

GEMS requires the services of a suitably qualified and experienced service provider for the following service:

<b>Required service</b>	<b>Appointment of a service provider to render Procurement Consultant services to GEMS for a period of one year commencing 01 April 2018, which may be annually renewable for a maximum of two successive periods.</b>	
<b>Reference number</b>	GEMS/Procurement Consultant/2017/CON013	Please quote the applicable reference number in all correspondence. Correspondence without a reference number will not be attended to.
<b>Compulsory briefing session</b>	<p><b>Date:</b> 12 December 2017  <b>Time:</b> 10h00 to 11h00  <b>Address:</b> 314 On Clark Guesthouse  314 Clark Street  Brooklyn  Pretoria</p>	<p><i>Attendees arriving more than 15 minutes after the starting time noted, 10h15, will under no circumstances be allowed into the venue and will be deemed not to have attended the briefing session.</i></p> <p>Prospective bidders are required to notify Rosetta Beya by email at <a href="mailto:rosetta@gems.gov.za">rosetta@gems.gov.za</a> before 10h00 on 11 December 2017 whether they will attend the briefing session. Attendees <b>must bring their own copies</b> of the bid document to the briefing session.</p> <p>Queries will be accepted for response until 15 December 2017 and resume again from 04 January 2018 until 10 January 2018.</p>
<b>Closing date for service</b>	<p><b>Date:</b> 16 January 2018  <b>Time:</b> 11h00</p>	<p>The time stipulated is in accordance with Telkom time, available by dialling 1026. Further submission details are contained in the bid document. <b>No faxed or emailed bids will be accepted. No late submissions will be considered.</b></p>
<b>Collection and submission of bid documents</b>	<p><b>Submission address:</b>  Reception at GEMS Hillcrest Office Park  Barbet Place, 1st Floor  177 C/O Lynwood and Dyer Roads  Hatfield  Pretoria</p>	<p>Bid documentation will be available electronically in PDF format, on request by email at <a href="mailto:rosetta@gems.gov.za">rosetta@gems.gov.za</a>. CDs, or in exceptional circumstances, printed format, of the bid documentation will be available during office hours, for collection only from Rosetta Beya at 012 336 4602 on <b>prior arrangement</b>.</p> <p>Office hours are between 08h00 and 16h30, Mondays to Fridays, excluding public holidays.</p>

**Procurement processes administered by GEMS**