

# Tender Notice and Invitation to Tender

## Appointment of Panel of Service Providers for Printing Services

Contract No: **JDA PRINT 001/2014**

**Tenderers are invited to submit proposals for appointment to a panel of service providers for printing services. The scope of work is follows:**

- Supplying a cost-effective printing solution
- Supplying new and modern heavy-duty printing equipment
- Supplying new and modern light duty printing equipment
- Fully maintaining printing equipment
- Putting in place a system that monitors printing costs and usage for each user
- Continually reviewing and assessing the printing solution to add value to the JDA
- Attending monthly performance meetings
- Supplying a pin code-driven printing solution
- Supplying an environmentally friendly printing solution.

Individual or multidisciplinary companies and Joint Ventures are eligible to submit tenders, provided that they satisfy criteria stated in the Tender Data.

**The physical address for collection and submission of tender documents is the Johannesburg Development Agency, The Bus Factory, 3 President Street, Newtown 2000.**

Documents may be collected during working hours between 08:00 and 17:00 as from Thursday, 9 October 2014.

A non-refundable tender fee of R250.00 must be deposited in the JDA's bank account as follows: Standard Bank; account number: 000198366; branch code: 000 205; reference: CIN Number AB18.

Proof of payment is required upon collection of the tender documents.

**Queries relating to the issue of these documents may be addressed to P Betshwana, the JDA, The Bus Factory, 3 President Street, Newtown 2000 or fax: 086 5951710 or e-mail: [pbetshwana@jda.org.za](mailto:pbetshwana@jda.org.za)**

A compulsory briefing session with representatives of the Employer will take place at the Johannesburg Development Agency offices, 3 President Street, Newtown on 16 October 2014, starting at 14:00.

**The closing time for receipt of tenders is 12:00 on 23 October 2014. Telegraphic, telephonic, telex, facsimile, e-mail and/or late tenders will not be accepted.**

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender. Correspondence will be entered into with the successful tenderer.

**We encourage all people doing business with us to report any corrupt or illegal practice, using the anti-fraud hotline number: 0800 002 587.**



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