

HUMAN RESOURCES DEPARTMENT

INVITATION TO BID

An invitation is hereby issued to suitably qualifying contractors with a relevant grading to provide services as described in the table below.

Bid Details are as follows:

Bid Number	Bid Description	Document Fee	Price and BBBEE	Compulsory Briefing Session	Closing Date
RFB UKZN 58/19R	Appointment of Service Provider to Deliver Employee Assistance Programme for the University of KwaZulu-Natal (UKZN), Westville Campus	R1,000.00	80/20	02 October 2019, at 10h00,HRD Boardroom, MW Makgoba Admin Building, Westville Campus	10 October 2019 at 12h00

The University of KwaZulu-Natal is committed to the implementation of its Procurement Policy on Broad-based Black Economic Empowerment (BBBEE).

For enquires please contact Ms Dirontsho Kokong on 031 260 1525 for technical matters and Nontobeko Mthiyane on 031 260 3299 for Procurement related matters

The compulsory bid returnables will be set out in the bid document.

Bid documents (available in English only) are obtainable from **10h00 on Monday ,23 September 2019 until Tuesday, 01 October 2019 at 15h30** from the University of KwaZulu-Natal, Westville Campus, 8th Floor, Block L, Procurement Office, University Road, upon proof of payment of a **non-refundable fee of R1000 Per Document**, into the following bank account:

Bank: Standard Bank, **Branch:** Westville, **Branch Code:** 045426, **Account Name** UKZN Main Account, **Account No:** 053080998, **Reference:** RFB UKZN 58/19R 2747

Only companies who are in possession of the Tender document will be allowed to attend. **The COMPULSORY Briefing Session to be held as stipulated in the table above.**

No bid documents will be issued outside the timeframes indicated. The Briefing Session Certificate must be presented at the briefing meeting and signed by the Client.

Sealed bids, endorsed on the envelope with **the applicable Bid No., the project name, closing date and time**, must be deposited in the bid box situated on Block L, Level 8, Westville Campus. No facsimile, late or electronic bids will be accepted. The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid. If you are not contacted within 120 days after the closing date of the bid, consider your bid unsuccessful.