The Services Sector Education and Training Authority (SSETA), a statutory body established in terms of the Skills Development Act of 1998, seeks to appoint service providers for the provision of the services listed below to be contracted for the duration of the SETA's licence period which ends 31 March 2016.

Invitation to Bid

Bid Reference Number	Description	Briefing Session Details	Closing Date
Proc-T244	Appointment of an Insurance Broker to Provide Comprehensive Business Insurance Services	**Compulsory** Date: 11 November 2014 Venue: 20 Eton Road, Training Room 4 Time: 10:00-11:00	2 December 2014
Proc-T247	Appointment of a Service Provider to Develop and Implement a Comprehensive Marketing and Communications Strategy	**Non-compulsory** Date: 11 November 2014 Venue: 20 Eton Road, Training Room 4 Time: 12:00-13:00	2 December 2014
Proc-T248	Appointment of a Service Provider for the Implementation of the Services SETA's Approved Space Management Plan	**Compulsory** Date: 12 November 2014 Venue: 20 Eton Road, Training Room 4 Time: 10:00-11:00	2 December 2014
Proc-T249	Appointment of a Professional Information and Communication Technology (ICT) Support Services Provider	**Compulsory** Date: 12 November 2014. Venue: 20 Eton Road, Training Room 4 Time: 12:00-13:00	2 December 2014

Evaluation criteria for all the above bid requirements: • Bidders will be evaluated on functionality and only bidders who obtain a score of 70 points will be further evaluated on price and B-BBEE • The 90/10 B-BBEE Preferential Procurement Policy Framework Act (PPPFA) and Regulations will apply • All proposals received will be evaluated according to bid document evaluation criteria/ requirements • Successful bidders may be subject to a vetting process before appointment by Services SETA.

Bid documentation and detailed scope of work are available on the Services SETA website at www.serviceseta.org.za/SupplyChainManagement/ActiveTenders.

All enquiries regarding this bid should be in writing and may be directed to e-mail: connyz@serviceseta.org.za by no later than 11:00 on 25 November 2014.

No late submissions will be considered. Submissions should be delivered into the bid box or couriered to: Senior Manager: Supply Chain Management, Ristone Office Park, 15 Sherborne Road, Parktown, Johannesburg. The bid box is open during office hours: Monday – Thursday: 08:00-16:00; Friday: 08:00-15:00.

www.serviceseta.org.za

JobVest J61459