



## INVITATION FOR ESTABLISHMENT OF PANELS

The National Credit Regulator (NCR) is responsible for the regulation of the South African credit industry. It is tasked with carrying out education, research, policy development, investigation of complaints and ensuring compliance with the Act. It is also tasked with registration on credit providers, credit bureaux and debt counsellors.

NCR would like to invite all prospective suppliers and service providers to attend a briefing session/s for the following commodities or services:

1. Legal services – Litigation, investigations and opinions.
2. Legal services – Complaints resolutions and opinions.
3. General maintenance services – Plumbing, electrical, building repairs, partitioning, renovations and office furniture.
4. Human Resources – Recruitment, labour relations and salary benchmark services.
5. Marketing & communications – Printing services and corporate gifts.

Breakdown of session is as follows:

DESCRIPTION OF COMMODITIES OR SERVICES	DATE	SESSION 1	SESSION 2	CONFIRMATION OF ATTENDANCE
<b>1. <u>Legal services</u></b> a) Litigations b) Investigations c) Opinions	<b>13 February '17</b>	<b>10h30 – 12h30</b>	<b>14h30 – 16h00</b>	<b>10 February '17 by 12h00</b>
<b>2. <u>Legal services</u></b> a) Complaints resolutions b) Opinions	<b>14 February '17</b>	-	<b>14h30 – 16h00</b>	<b>10 February '17 by 12h00</b>
<b>3. <u>Marketing &amp; communications</u></b> a) Printing services (pamphlets, business cards, annual reports, company publications etc.) b) Corporate gifts and collateral (t-shirts, banners, lanyards etc.)	<b>15 February '17</b>	<b>10h00 – 12h00</b>	-	<b>13 February '17 by 12h00</b>

<b>4. <u>Human Resource</u></b> a) Recruitment b) Labour relations c) Remuneration services	<b>15 February '17</b>	<b>-</b>	<b>14h30 – 16h00</b>	<b>13 February '17 by 12h00</b>
<b>5. <u>General maintenance services</u></b> a) Plumbing b) Electrical c) Building repairs d) Partitioning e) Renovations f) Office furniture	<b>16 February '17</b>	<b>10h00 – 12h00</b>	<b>14h30 – 16h00</b>	<b>13 February '17 by 12h00</b>

**Venue:**

The NCR offices – **127 15<sup>th</sup> Road,  
Randjespark  
Midrand  
1685**

**Note:**

- i. **ONLY** suppliers registered with the Central Supplier Database (**CSD**) will be considered.
- ii. All suppliers should **R.S.V.P** via email to [procurement@ncr.org.za](mailto:procurement@ncr.org.za) by the **10<sup>th</sup> & 13<sup>th</sup> February 2017 at 12h00**; as per info above. The response should clearly specify the **commodity, date and time** you confirming for. Suppliers who fail to confirm attendance will not be allowed to **access** the NCR premises.
- iii. Blacklisted companies appearing on the National Treasury database and that are prohibited from conducting business with public entities, shall not be considered.
- iv. Responding to this invitation does not mean as an automatic inclusion to the panel of the NCR. **A pre-qualification evaluation will be performed.**
- v. Application forms will be **ONLY** available on our NCR website [www.ncr.org.za](http://www.ncr.org.za) under the folder “**Tenders**” after the briefing session.

For further inquiries contact: Procurement Department on [procurement@ncr.org.za](mailto:procurement@ncr.org.za)

**011 554 2713 / 011 554 2646**