

NOTICE TO BIDDERS

Moulding Entrepreneurs

Growing Gauteng Together



ERRATUM FOR GEP ADVERTISED BIDS

Subject: Submission Requirements for Bid Proposals

Submission Address: **HEAD OFFICE 6th Floor, 124 Main Street, Johannesburg, 2107**

Dear Bidders,

This notice serves to provide guidance on the submission process for bids in response to the below advertised Bids

- GEP RFP-01/2024 - APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFICE ACCOMODATION FOR GEP EKURHULENI REGION
- GEP RFP-02/2024 - APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFICE ACCOMODATION FOR GEP JOHANNESBURG REGION
- GEP RFP-03/2024 - APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFICE ACCOMODATION FOR GEP SEDIBENG REGION
- GEP RFP-04/2024 - APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFICE ACCOMODATION FOR GEP TSHWANE REGION
- GEP RFP-05/2024 - APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFICE ACCOMODATION FOR GEP WEST RAND REGION

In order to ensure compliance and streamline the evaluation process, please adhere to the following submission requirements:

1. Physical Submission

Bidders are required to submit **one original** and **one copy** of the bid proposal in hard copy. All documents must be securely bound in a clearly marked envelope/package.

- The envelope/package must be labeled with:
 - Bid reference number
 - Bid description
 - Bidder's name and contact details
 - Addressed to: SCM unit HEAD OFFICE 6th Floor, 124 Main Street, Johannesburg, 2107

Important: Late submissions will not be considered.

JOHANNESBURG OFFICE

7th Floor, 124 Main Street,
Johannesburg, 2107
Telephone: 011 085 2002
Fax: 011 834 6702

EKURHULENI OFFICE

Ground Floor,
188 Victoria Street,
Germiston, 1400
Telephone: 011 776 9079
Fax: 011 827 2886

SEDIBENG OFFICE

36 Merriman Avenue,
Vereeniging, 1930
Telephone: 016 910 1200
Fax: 016 910 1216

WEST RAND OFFICE

23 Eloff Street,
Krugersdorp, 1739
Telephone: 011 950 9870
Fax: 011 950 9886

TSHWANE OFFICE

1st Floor, Block G,
333 Grosvenor Street,
Hatfield Gardens, Hatfield
Telephone: 012 430 2359
Fax: 012 323 4205

HEAD OFFICE 6th Floor, 124 Main Street, Johannesburg, 2107 | Telephone: 011 085 2001 | Fax: 011 388 4010 | Website: www.gep.co.za

2. USB Electronic Copy

In addition to the physical copies, bidders must also provide a complete electronic copy of the bid on a USB flash drive. The electronic copy should mirror the physical submission.

- The USB must be clearly labeled with:
 - Bid reference number
 - Bidder's name

The electronic copy should be in **PDF format** and organized according to the same structure as the physical submission. Please ensure that the file is virus-free and can be easily accessed.

3. Separate Submission for Financials

To facilitate a fair and transparent evaluation process, the **financial proposal** must be submitted in a **separate sealed envelope** from the technical proposal. This applies to both the physical and electronic submissions.

- The envelope containing the financial proposal must be labeled with:
 - Bid reference number:
 - "Financial Proposal" clearly marked
 - Bidder's name

The financial proposal on the USB must also be in a **separate file** from the technical submission, clearly marked as "**Financial Proposal**".


4. Submission Deadline

All bids (both physical and USB copies) must be submitted as per the bid closing date and time. Bids received after the deadline will not be considered.

Please ensure full compliance with these submission guidelines to avoid any disqualification. For any further information or clarification, please contact enquiries as per the bid documents.

We appreciate your participation in this tender process and look forward to receiving your bid.

Issued by: Gauteng Enterprise Propeller SCM Unit



19 September 2024

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