



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. Human Resources – Recruitment, labour relations and salary benchmark services.
4. Marketing & communications – Printing services and corporate gifts etc.

Breakdown of session is as follows:

DESCRIPTION OF COMMODITIES OR SERVICES	DATE	SESSION 1	SESSION 2	CONFIRMATION OF ATTENDANCE
1. <u>Legal services</u> a) Litigations b) Investigations c) Opinions	13 March '17	10h30 – 12h30	14h30 – 16h00	8 March '17 by 12h00
2. <u>Legal services</u> a) Complaints resolutions b) Opinions	14 March '17	-	14h30 – 16h00	8 March '17 by 12h00
3. <u>Marketing & communications</u> a) Printing services (pamphlets, business cards, annual reports, company publications etc.) b) Corporate gifts and collateral (t-shirts, banners, lanyards etc.)	15 March '17	10h00 – 12h00	-	9 March '17 by 12h00

DESCRIPTION OF COMMODITIES OR SERVICES	DATE	SESSION 1	SESSION 2	CONFIRMATION OF ATTENDANCE
4. <u>Human Resource</u> a) Recruitment b) Labour relations c) Benchmark services	15 March '17	-	14h30 – 16h00	9 March '17 by 12h00

Venue:

The NCR offices – **127 15th 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 between the **8th and 9th of March 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 under the folder “**Tenders**” after the briefing session.

For further inquiries contact: Procurement Department on procurement@ncr.org.za

011 554 2713 / 011 554 2646