

## REQUEST FOR BIDS

### Tender IPO/05/2007 - INSETA Career Guide for Matriculants and Graduates Project

The Insurance Sector Education and Training Authority (INSETA) invites suitably qualified providers to submit a proposal for consideration, to be appointed subject to the provisions of this RFB that can –

- Can design, develop and print 500 000 information booklets/brochures for the graduate and matriculant market
- Has access to distribution channels to ensure the booklets reach the recipients before the end September 2007, which is the cut off date.

#### Contact for Inquiries

Inquiries related to this RFB may only be addressed for the attention of Mrs. Nozuko Motswiane at the following address: E-mail address: [insetapo@exordia.co.za](mailto:insetapo@exordia.co.za) , reference "Tender IPO/05/2007".

Only written enquiries, submitted to the above e-mail or faxed to 011 209 5175, will be accepted until 8 June 2007.

#### Procurement Schedule

Potential Service Providers ("Service Provider") to this RFB are to adhere to the following schedule of events in this procurement process. The INSETA reserves the right to change this schedule at any time. Parties concerned will be notified as and when necessary:

Publishing of RFB	Newspapers – 20 May 2007 Tender bulletin – 25 May 2007
Deadline for response to the RFB	15 June 2007@ 11:00
Selection/short listing	25 June 2007
Bid presentations and final evaluation	2 July 2007
Appointment of Service Providers	13 July 2007

Interested parties can collect soft copies from [insetapo@exordia.co.za](mailto:insetapo@exordia.co.za) or hard copies of the RFB documents from the following address -

#### Physical Address:

INSETA Programme Office  
PricewaterhouseCoopers  
East Wing  
2 Eglin Road  
Sunninghill

INSETA PROGRAMME OFFICE Hours are 08:30 – 16:00. Please call extension 5448 at reception.

The Request for Bid (RFB) can also be accessed from INSETA's website at [www.inseta.org.za](http://www.inseta.org.za)

All proposals must be submitted to the INSETA Programme Office by **11:00 on Friday 15 June 2007**.

Proposals must be sent to Mrs. Nozuko Motswiane, INSETA Programme Office, East Wing E/2/44B, 2 Eglin Rd, PricewaterhouseCoopers, Sunninghill, 2157.

**Please note that electronic or late entries will not be accepted!**