

**INVITATION TO BID**

**REQUEST FOR PROPOSAL (RFP)**

The Government Employees Pension Fund (GEPF) herewith invites bids/requests for proposal from competent service providers to be on the panel of GEPF Communications Department to render communication services for a period of five (5) years.

**BID GEPF 03/2019: Audio – visual Production Services.**

**BID GEPF 04/2019: Design Services.**

**BID GEPF 05/2019: Events Management Services.**

**BID GEPF 06/2019: Printing Services**

**BID GEPF 07/2019: Writing and Editorial Services**

GEPF seeks to enlist service providers to carry out design services, events management, printing, writing & editorial and audio–visual production servicesfor a period of five (5) years. Proposals are invited from suitably qualified and competent service providers.

Bid documents will be available from Friday, 01 February 2019 on the following website: [www.gepf.co.za](http://www.gpaa.gov.za)

Compulsory briefing session dates are as follows:

* Audio–visual Production Services - 12 February 2019 at 10:00am.
* Design Services - 12 February 2019 at 12:00am
* Events Management Services - 13 February 2019 at 10:00am
* Printing Services - 13 February 2019 at 12:00am
* Writing and Editorial Services – 13 February 2019 at 14:00pm

Briefing sessions will be held at the offices of the Government Pensions Administration Agency-34 Hamilton Street, Arcadia, Pretoria. Late arrivals will not be permitted.

**Closing dates are as follows**:

* Panel of Service Providers for Audio–visual Production Services and Panel of Service Providers for Design Services - **Friday, 22 February 2019 at 12:00pm.**
* Panel of Service Providers for Events Management Services, Panel of Service Providers for Printing Services and Panel of Service Providers for Writing and Editorial Services **Monday , 25 February 2019 at 12:00pm.**

**Late bids will not be accepted**.

All bids must be deposited in the Bid Box at the GPAA offices on 34 Hamilton Street, Arcadia, Pretoria on or before the closing date and time.

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