

Invitation to Tender

The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za

The HDA hereby requests suitably qualified and reputable service providers to submit proposals for:

Tender No: HDA/JHB/2018/005: Appointment of a Panel of Service Providers to Render Events Planning and Management Services to the Housing Development Agency for a Period of Three Years Subject to an Annual Review

A compulsory briefing session will be held at the Housing Development Agency, Block A, 6-10 Riviera Road Office Park, Killarney on 22 June 2018 at 11:00.

Tender No: HDA/JHB/2018/006: Appointment of a Panel of Service Providers to Provide Advertising, Marketing and Public Relations Services to the Housing Development Agency for a Period of Three Years Subject to an Annual Review

A compulsory briefing session will be held at the Housing Development Agency, Block A, 6-10 Riviera Road Office Park, Killarney on 22 June 2018 at 10:00.

NB: Failure to attend the site briefing will result in automatic disqualification.

The physical address for collection and delivery of tender documents is the Housing Development Agency (HDA), Block A, Riviera Road Office Park, 6-10 Riviera Road, Killarney 2193.

Note: The HDA will not be responsible to oversee that tenders sent by courier are placed in the bid/tender box.

Tender documents may be collected during working hours (08:30 to 16:00) from Monday, 18 June 2018.

A non-refundable tender fee of R250.00 per tender document must be deposited into the HDA's bank account: First National Bank; Account No: 6221 576 8477; Branch Code: 250 655; Reference: HDA/JHB/2018/005 followed by the service provider's name. Proof of payment is required upon collection of the tender documents. No cash or cheques will be accepted by the HDA.

Technical queries relating to the tender may be addressed to the Communications Manager at info@thehda.co.za or tel. (011) 544-1000, while SCM queries may be addressed to Sindisiwe Mweliso at (011) 544-1000 or Sindisiwe.mweliso@thehda.co.za

Only tenders from service providers who satisfy the criteria in the Tender Data Section of the tender document will be considered.

The closing time and date for receipt of tenders is 11:00 on 9 July 2018. Telegraphic, telephonic, telex, facsimile, e-mail and late tender submissions will not be accepted.

Tenders may only be submitted on the tender documentation that is issued and must be completed in full. The retyping of the tender documentation is not permitted. The original tender document and one copy must be returned.

The HDA reserves the right to accept or reject any variation, deviation, tender offer or alternative tender offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The HDA will not incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon request to do so.

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