

**NATIONAL GAMBLING BOARD**

420 Witch-Hazel Avenue  
Eco-Glades 2  
Block C  
Eco Park  
Centurion, 0144

**INVITATION TO SUBMIT A PROPOSAL FOR:  
NGB 006 (2018/2019): APPOINTMENT OF AN EVENTS MANAGEMENT COMPANY  
TO PLAN, ORGANISE AND MANAGE A NATIONAL GAMBLING CONFERENCE ON  
BEHALF OF THE NGB IN 2019**

Physical address of the National Gambling Board Place where bid documents can be collected	420 Witch-Hazel Avenue, Eco-Glades 2, Block C, Eco Park, Centurion, 0144 Bid documents, inclusive of a detailed Terms of Reference (TOR's) are obtainable at a non-refundable cost of R100-00 from the offices of the NGB at the below-mentioned address on week days from 21 September 2018 until 04 October 2018, between 08h00 and 16h30 CAT at:  The Offices of the National Gambling Board. Bid documents will only be provided upon receipt of proof of payment for bid documents. Alternatively, bid documents are available on Government's e-tender portal ( <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> ).
Time of collection of bid documents	Weekdays (except public holidays) between 08H00 to 16H30 CAT.
Compulsory briefing meeting	Date: 04 October 2018, 11H00 CAT, Venue: NGB Offices, 420 Witch-Hazel Avenue, Eco-Glades Office Park, Centurion, RSA.
Evaluation on Preferential points	80/20 is applicable
Place of submission of bid documents	Bids must be deposited in the tender box available at reception desk of the offices of the National Gambling Board during working hours except on the date when submissions close. No faxed or e-mailed bid proposals will be accepted. Any bid submitted after the closing date will not be accepted.
Closing date of submission of bid proposal	15 October 2018 at 11H00 CAT.
Validity of the bid	180 days
Opening of bid documents	Bidders may attend the opening of bids which shall take place on the closing date of submissions at 14H30 CAT at the offices of the National Gambling Board.
Any queries regarding the bidding process and technical information:	Procurement Officer Contact Number: (010) 003 3486 E-mail address: <a href="mailto:scm@ngb.org.za">scm@ngb.org.za</a>