



South African Reserve Bank

Financial Services Department

Invitation for expression of interest

Appointment of training providers to be listed on the
database as preferred service providers for the South
African Reserve Bank

Tender

Closing date: Monday, 12 September 2016 at 16:00

Ref. No. ND/01-2016

1. Invitation

The South African Reserve Bank (the Bank) wishes to appoint service providers to be listed as preferred suppliers for a period of three (3) years to supply quotations for conducting training as and when required in a number of training categories. This invitation encourages potential suppliers of any training to submit information so that the Bank can consider them as preferred suppliers, thereby streamlining any future engagement.

The Bank's training needs range from technical central banking, banking, finance, and economics related areas; to broader organisation-wide training; as well as leadership and management training. Suppliers are encouraged to supply detail regarding their training offerings, either as existing learning solutions or services which relate to training, like programme design and evaluation.

Training will be conducted at the Bank's Head Office in Pretoria as well as at its branches and subsidiaries.

Potential tenderers are required to express their interest by submitting the following documents:

- 1.1 Company profile containing, inter alia, company experience and a list of training and training-related services the company provides.
- 1.2 Valid accreditation certificate as a training provider by the relevant Sector Education and Training Authority (SETA) or national authorising body.
- 1.3 Valid black economic empowerment (BEE) rating certificate for South African organisations.
- 1.4 Valid tax clearance certificate.
- 1.5 A sample of résumés of the facilitators who could be assigned to the South African Reserve Bank account should the company be awarded the 'Preferred Supplier Status'. The number of résumés submitted will

depend on the range of your offering. The SARB would be interested to see the extent of a supplier's range and depth.

Potential service providers must kindly take note that the Bank is a National Key Point and, as such, short-listed tenderers will be subjected to extensive security vetting as dictated by the enabling legislation, and to the acceptance of a confidentiality agreement.

2. General instructions to vendors

2.1 Procurement Section of the Bank

All correspondence regarding this invitation should be directed to the Procurement Section of the Bank, for the attention of **Ms Noluthando Deyi** at the following e-mail address: Noluthando.Deyi@resbank.co.za.

2.2 Vendor and consortium

A vendor may form a consortium with other vendors to respond to this invitation or to future tenders. However, the vendor that forms the consortium must act as the primary respondent. The requirements for the vendor will also apply to the consortium. It is up to the vendor to negotiate the relationship with other vendors to form the consortium. All correspondence will be conducted with the vendor only (in its role as the primary respondent).

Proof of the legal relationship among partners forming the consortium must be provided if the vendor is invited to respond to the tender. This should outline the responsibilities of the various parties (in percentages).

2.3 Language of communication

The language of the tender will be English. All information provided will be in English.

2.4 Cost of submitting responses to the tender

The vendor shall bear all costs related to the preparation and submission of its response to this invitation. The Bank will not be liable for any costs, regardless of the outcome of the tender process.

2.5 Late submissions

The Bank shall not consider any response to this invitation that arrives after the closing date.

2.6 Withdrawal, substitution and modification of the tender

The Bank reserves the right to amend, withdraw, substitute or modify the tender at any time during the tender process. Tenderers would, however, be advised accordingly in writing.

2.7 Communication to vendors

The Bank will communicate to all respondents the outcome of the evaluation of their response to this expression of interest. This communication shall be done via letter.