



South African Reserve Bank

Financial Services Department

**Call for the expression of interest in providing  
ad hoc relocation services (office churn)**

**Ref. no.: MT/005-2012**

The South African Reserve Bank (the Bank) wishes to invite and contract a service provider, preferably based in Gauteng Province, to provide ad hoc relocation services which include the relocation of office furniture to different areas in the Bank and/or the assembly and dismantling of offices and workstations, where necessary.

Interested parties are hereby invited to express their interest by furnishing the following:

Company profile containing, among other things, company experience in a business of this nature

A valid broad-based black economic empowerment (BBBEE) rating certificate

A valid company tax clearance certificate

Additional requirements are as follows:

- A team comprising a minimum of four (4) people needs to be based at the Bank on a full-time basis for ongoing projects
- The team members need to be dressed in full uniform and must comply with health and safety regulations
- The company must provide its own equipment, tools and consumables for necessary work to be completed.

Your expression of interest must be an original document clearly marked “original” accompanied by two (2) copies thereof, clearly marked “copy” (three in total). The documents, together with the completed attached cover page, must be enclosed in a sealed envelope bearing the tender name and reference number that appear at the top of this advertisement, and the due date and closing time.

Applications will be received until 15:00 on Tuesday, 21 May 2012.

Your expression of interest should be deposited in the tender box at the Bank’s Head Office, 370 Church Street, Arcadia, Pretoria.

The Bank reserves the right to rescind the process should it be deemed necessary to do so. However, all applicants will be informed accordingly. Failure to comply with any instruction contained in this document will lead to disqualification.

Late submissions will not be considered.

**Enquiries**

Michelle Thompson at e-mail: [michelle.thompson@resbank.co.za](mailto:michelle.thompson@resbank.co.za) or telephone number:  
012 313-4190.