



## **GTAC: 002/2016: INVITATION TO SERVICE PROVIDERS FOR INCLUSION ON A SUB-PANEL OF SERVICE PROVIDERS FOR THE DEVELOPMENT OF PUBLICATIONS AND COMMUNICATIONS SUPPORT TO GTAC AND NATIONAL TREASURY.**

The Government Technical Advisory Centre (GTAC) plays a leading role in advising government on service delivery improvements and developmental objectives and requires highly qualified service providers to be part of an exciting programme of advice and reform. The GTAC hereby invites Service Providers to submit details, in the prescribed format, of suitably qualified persons to be included on a Sub-Panel of service providers for the development of publications and communications support to GTAC and National Treasury, to deliver services which will include, but are not restricted to:

- Copywriting and proofreading
- Writing and content editing
- Communication and media liaison
- Public relations management
- Language and technical editing
- Design and layout of documents (Graphic design and CMS)
- Digital media
- Photography and Videography
- Translation
- Voice-overs and sound & video systems
- Tracking of marketing exposure (real-time analysis of brands & competitors) and
- Any other reasonable skill requested in the development and delivery of publications

This facility will allow GTAC to draw professional advisors from the panel on a competitive basis to undertake specific assignments.

Applications will be required in the prescribed format, be completed in full, legible, signed and include all requested supporting documentation.

Interested applicants can find detailed information and all required forms regarding this tender on the GTAC's Website [[www.gtac.gov.za/Tender-Info](http://www.gtac.gov.za/Tender-Info)].

General enquiries: [psp@gtac.gov.za](mailto:psp@gtac.gov.za)

Submissions must be delivered to;

**240 MADIBA STREET (CORNER THABO SEHUME STREET)**

**NOTE: GTAC TENDER BOX WILL BE PLACED INSIDE NATIONAL TREASURY RECEPTION AREA WHERE DOCUMENT MUST BE DEPOSITED. TENDER GTAC: 002/2016.**

**DOCUMENT THAT ARE DEPOSITED IN A WRONG TENDER WILL NOT BE ACCEPTED.**

**COURIER SERVICES MUST ALSO BE CLEARLY INFORMED WHERE TO DEPOSIT DOCUMENTS.**

**SERVICE PROVIDERS NEEDS TO ENSURE THAT THEY ARE REGISTERED AT CENTRAL SUPPLIER DATA BASE, PROOF OF REGISTRATION (SUPPLIER REGISTRATION NUMBER) MUST BE SUBMITTED TOGETHER WITH THEIR BID.**

**CLOSING DATE FOR SUBMISSIONS: 11 AM ON 21<sup>ST</sup> JULY 2016**

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