

Tender Notice and Invitation to Tender

Reference No: JDA HR 002/2009

JDA Employee Assistance Programme

The Johannesburg Development Agency (JDA) is requesting proposals from Employee Assistance Programme service providers for the provisioning of a comprehensive EAP service for the JDA, situated at the Bus Factory at 3 President Street, Newtown, Johannesburg, for a three-year period.

A non-refundable tender fee of R250.00 must be deposited into the JDA's bank account - ABSA Account No: 4054394825; Branch Code: 301305. Proof of deposit is required upon collection of the tender documents.

The physical address for the collection of tender documents is: Johannesburg Development Agency, Ground Floor, 3 President Street, The Bus Factory, Johannesburg.

The documents may be collected during working hours after 12:00 from Monday, 14 September 2009.

The proposals must be placed in a sealed envelope. The words **"JDA Employee Assistance Programme"** must be clearly written or typed on the envelope. The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, 3 President Street, The Bus Factory, Johannesburg.

The tender closes at 12:00 on 25 September 2009.

No late, telephonic, faxed, posted or e-mailed tenders will be accepted or considered.

The Johannesburg Development Agency's selection of qualifying tenders will be at the Johannesburg Development Agency's sole discretion and will be final. The Johannesburg Development Agency does not bind itself to accept any particular tender. Correspondence will be entered into with the successful tenderer only.

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.

Enquiries can be directed to Neels Reyneke, tel. (011) 688-7881 or e-mail: nreyneke@jda.org.za



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