

## **REQUEST FOR PROPOSAL FOR THE NEF**

The National Empowerment Fund Act No.105 of 1998 established the National Empowerment Fund Trust (NEF), for the purpose of promoting and facilitating economic equality and transformation, by providing development finance for Black empowered South African businesses and by designing investment products in promoting savings and investment activity amongst Black South Africans. The NEF is an agency of the Department of Trade and Industry (**the dti**) and is committed to the implementation of the Broad-Based Black Economic Empowerment Act, Act 53 of 2003, and the Codes of Good Practice.

The NEF herewith invites potential service providers to submit proposals for the provision of **NEF 02/2022/23 Development of a File Plan and Provision of a Records Management System** and **03/2022/23 Brand Communication Services Panel**. The NEF will make available the comprehensive RFP document that will outline the specifications and functional requirements of the proposal. RFP documents will be available on the NEF website: [www.nefcorp.co.za](http://www.nefcorp.co.za) on **16 May 2022**.

The NEF reserves the right to cancel the tender should the needs of the NEF change or should the NEF regard the submissions not to be adequate based on its needs.

### **TENDER SUBMISSION:**

1. All proposals must be submitted clearly marked with the **NEF 02/2022/23 Development of a File Plan and Provision of a Records Management System** to the [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za). A **virtual non-compulsory** briefing session will be held on **24 May 2022** at **11:00 AM**. To join the briefing session, names and email addresses must be submitted to [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za) before 23 May 2022
2. All proposals must be submitted clearly marked with the **NEF 03/2022/23 Brand Communication Services Panel** to the [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za). A **virtual compulsory** briefing session will be held on **25 May 2022** at **11:00 AM**. To join the briefing session, names and email addresses must be submitted to [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za) before 24 May 2022

Final and completed proposals must be made available to the NEF by no later than **14h00 on 10 June 2022**

**Incomplete proposals will be rejected**

**Note: Faxed and emailed proposals will not be accepted.**

### **FOR ENQUIRIES PLEASE CONTACT:**

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