

SERVICE REQUIRED: RECRUITMENT AGENCY FOR COMMITTEE SECRETARY POSITION

Dear Bidders

The Council for the Built Environment (CBE) invites proposals from potential bidders to recruit a committee secretary as per the Terms of Reference attached.

Bidders to note the following:

- The Terms of Reference (ToR) document with a detailed breakdown of the CBE's evaluation process and important conditions
- Complete and sign all SBD documents & GCC's
- Pricing schedule (**page 4 of ToR**)

SUBMISSION OF PROPOSALS

- Proposals, with the required accompanying documentation, must be submitted *electronically* to Sthembile@cbe.org.za and Afika@cbe.org.za **not** later than the closing date and time.
- **Note:** The CBE server's maximum capacity is 150 MB (inclusive of message content and attachments); attachments exceeding this size must be sent in separate emails or compressed files.
- Files submitted via the WeTransfer platform must be accessible for seven (7) days after the closing date; failing which will result in disqualification of the bid
- The closing date for submission of proposals is **11 April 2025 at 11:00**

NO LATE RESPONSES WILL BE ACCEPTED