NATIONAL GAMBLING BOARD
1085 Francis Baard Street
Hatfield
Pretoria
0028

INVITATION TO SUBMIT A PROPOSAL FOR:
NGB 003(2026/2027): APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE END-TO-END EVENT MANAGEMENT AND COORDINATION SERVICES FOR THE NGB CONFERENCE

Physical address of the National Gambling Board	1085 Francis Baard Street, Hatfield, Pretoria, 0028
Place where bid documents can be collected	Bid documents are available on NGB's website (www.ngb.org.za).
Compulsory briefing meeting	**12 November 2026** at **11H00** Central African Time (CAT) on Microsoft teams. Register here: https://events.teams.microsoft.com/event/9f4faea2-2185-46f6-ac70-6dfaf55f6b7e@f36cd016-c0f3-4b1b-83cb-6b20b09337a1?source=copyLinkOneEventsShareDialog Only institutions/consortiums/companies/individuals that attend the compulsory briefing session will be considered for this bid. Bidders must complete the registration to attend the compulsory briefing session as confirmation of attendance.
Evaluation on Preferential points	80/20 preference point system is applicable.
Place of submission of bid documents	Bids must be deposited in the tender box available at reception desk of the offices of the National Gambling Board during working hours. No faxed or e-mailed bid proposals will be accepted. Any bid submitted after the closing date will not be accepted.
Closing date of submission of bid proposal	**24 November 2026 at 11H00 CAT**.
Validity of the bid	180 days
Opening of bid documents	Bidders may attend the opening of bids which shall take place on the closing date of submissions at 11H15 CAT at the offices of the National Gambling Board.
Any queries regarding the bidding process and technical information:	Procurement Practitioner E-mail address: scm@ngb.org.za