

## **INVITATION TO BE ADDED ON THE SUPPLIER DATABASE FOR THE PROVISION OF TRANSLATION SERVICES FROM AFRIKAANS TO ENGLISH**

**The Office of the Ombud for Financial Services Providers (FAIS Ombud)** is established in terms of the Financial Advisory and Intermediary Services Act, 37 of 2002 (the FAIS Act). The objective of the FAIS Ombud is to resolve disputes between financial services providers and their clients in a procedurally fair, informal, economical and expeditious manner, with reference to what is equitable in all circumstances. The FAIS Ombud offices are located in the East of Pretoria in the Gauteng Province.

The FAIS Ombud invites all prospective and existing service providers to register on our supplier database. This is in compliance with the procedures set out in the Treasury Regulations and Public Finance Management Act 1 of 1999 (PFMA).

Suppliers that have been registered onto the supplier database may have the opportunity to bid or quote on the FAIS Ombud's procurement requirements. Registration onto the supplier database does not guarantee business opportunities.

Interested suppliers are requested to submit proposals to provide translation services from Afrikaans to English. The translation services form part of the FAIS Ombud Employment Equity Forum's initiatives, aimed at retired members of the public. Preference will be given to suppliers over the age of 65.

Proposals must include the following:

- Original valid tax clearance certificate;
- A Curriculum Vitae;
- Completed supplier registration form with valid and complete attachments (available on the FAIS Ombud website - [www.faisombud.co.za](http://www.faisombud.co.za)); and
- Declaration of interest form (available on the FAIS Ombud website - [www.faisombud.co.za](http://www.faisombud.co.za))

Proposals will be considered in line with requirements set above and the FAIS Ombud's supply chain management policy. The FAIS Ombud reserves the right to withdraw this invitation, re-advertise, reject any proposal or accept a part thereof.

Please note that proposals not meeting the above requirements will be rejected.

Proposals are due by close of business on **4 December 2015** and are to be emailed to [chantel@faisombud.co.za](mailto:chantel@faisombud.co.za). All queries in connection with this advertisement must be directed to Tokozile in writing at [tokozile@faisombud.co.za](mailto:tokozile@faisombud.co.za)

Hard copy documents should be delivered and marked for the attention of Chantel Van Wyk to the following address:

Sussex Office Park  
Ground Floor, Block B  
473 Lynnwood Road Cnr Lynnwood Road & Sussex Ave,  
Lynnwood,  
0081