



NOTICE

APPOINTMENT OF A SERVICE PROVIDER TO RENDER TRAVEL AGENCY SERVICES IN RESPECT OF AIR TRAVEL, CAR HIRE, VENUES & FACILITIES AND ACCOMMODATION FOR A PERIOD OF 36 MONTHS.

SCMU7-18/19-0015

The Eastern Cape Department of Cooperative Governance & Traditional Affairs seeks to appoint a suitable and competent service provider to render travel agency services in respect of Air Travel, Car Hire, Venues & Facilities and Accommodation for a period of 36 months.

BIDDERS MUST SUBMIT THE FOLLOWING DOCUMENTS AS PART OF THE TENDER DOCUMENTS.

- Original or certified copy of original B-BBEE Status Level Verification Certificate / Sworn Affidavit or consolidated B-BBEE Status Level Verification Certificate.
- Bidders current CSD summary report or each party in the case of a consortium / joint venture is to form part of the bid.

A COMPULSORY BRIEFING SESSION WILL BE HELD ON 31 JANUARY 2018, SECOND FLOOR BOARDROOM AT 10H00 AM.

The validity period of the Bid is 90 days. Failure to provide adequate information or to adhere to the specification may result in disqualification of the bid.

The specification and bidding documents can be collected from the Department of Cooperative Governance and Traditional Affairs, Tyamzashe Building, Phalo Avenue, Bisho Supply Chain Management: Demand Management unit, 3rd Floor Room 3164, **at a payment of R100 non-refundable fee.** Bidders are requested to submit **two (2)** sealed envelope marked the "description of the bid", "name of the bidding company" and the "bid number".

NB: This is a re-advertisement of a cancelled tender, prospective bidders who acquired the previous tender documents will obtain the tender documents free of charge.

Bids are to be submitted / deposited in the departmental bid box situated at the main entrance, foyer of the department not later than **11H00 on 18 February 2018 and address to:**

**The Director: Supply Chain Management
Department of Cooperative Governance and Traditional Affairs
Tyamzashe Building
Bisho
5605**

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BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING CONDITIONS:

- The department of Cooperative Governance and Traditional Affairs Supply Chain Management Policy will apply.
- Service providers must be registered in the Centralised Suppliers Database (CSD) and on LOGIS.
- Bidders must provide proof of physical existence and location of business entity (Municipal utility bill) within the Eastern Cape Province premises.
- Bidder(s) should be cognisant of the legislation and/or standards particularly:
 1. National Treasury Note 2, National Travel Framework.
 2. National Treasury cost containment measures, notice 4 of 2017/18.
 3. Addendum to Instruction note of 2017/18, revised cost containment measures.
- Provide proof of current registration with the Association of South African Travel Agents (ASATA) and International Air Transport Association (IATA).
- The bidder must submit the two months' bank statement with a bank balance of at least R100 000 or a Pre- approved credit of R100 000.
- In terms of regulation 4 of the preferential procurement regulations of 2017, this bid is only inviting responses from the Exempted Micro Enterprises (EMEs) or Qualifying Small Enterprises (QSEs).

NB: Failure to meet the abovementioned conditions will lead to disqualification.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Price	90 points
B-BBEE Status Level of Contributor	10 points

All enquiries should be directed to:

Mr Z. Fonzela – Supply Chain Management – 040 609 5426
E-mail - zola.funzela@eccogta.gov.za

Mr S. Mathumbu - Technical Requirements – 040 609 5999
E-mail - sfmphiwe.mathumbu@eccogta.gov.za



HEAD OF DEPARTMENT
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

DATE: 19/01/2019