

## Tender Description

Procurement of travel and accommodation agency services for a period of three years

Tender number: SCM 19/2022

Closing date and time: Friday 13 May 2022 at 14:00

The BEAUFORT WEST MUNICIPALITY hereby invites service providers for the PROCUREMENT OF TRAVEL AND ACCOMMODATION AGENCY SERVICES FOR A PERIOD OF THREE YEARS.

Enquiries regarding the documents may be directed to Ms. R Mahoka at Tel. (023) 414 7548 or email: [raylenem@beaufortwestmun.co.za](mailto:raylenem@beaufortwestmun.co.za), or [sidwillm@beaufortwestmun.co.za](mailto:sidwillm@beaufortwestmun.co.za). Enquiries regarding the specifications may be directed to Mr B Damon at Telephone number: 023-414 7537 with email address of Mr B Damon [bradleyd@beaufortwestmun.co.za](mailto:bradleyd@beaufortwestmun.co.za).

A non-refundable fee of R250 (Two Hundred and Fifty Rand), is payable for a set of documents. The fee must be deposited into the account of the Beaufort West Municipality at NEDBANK, Branch Code: 198 765, Account Number 107 428 0318. The reference number for confirmation of payment is: Bid number SCM 19/2022 and Bid Documents will be made available upon provision of proof of payment. Electronic documents will be free of charge and hard copy of document will be payable.

Sealed Bids, marked "BID SCM: 19/2022: PROCUREMENT OF TRAVEL AND ACCOMMODATION AGENCY SERVICES FOR A PERIOD OF THREE YEARS" must be placed in the tender box at the office of the Supply Chain Management Unit: Corporate Services in the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time and date of 14:00 on Friday 13 May 2022. Bids will then be opened in the presence of anyone who wishes to attend, in the Committee Room in the Supply Chain Management office at the Sanlam Building, Donkin Street, Beaufort West.

Bids received in electronic format or after the closing time and date will not be considered. Council is not bound to accept the lowest or any Bid. Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted

Bids must be submitted on the original documents and must be valid for a period of 120 days after the closing date. The Bid will be subject to Council's Supply Chain Management Policy, the Amended Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017. The 80/20 preference points system will be applicable.

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database; register without delay by completing the prescribed form. Application forms are obtainable on their website [www.csd.gov.za](http://www.csd.gov.za).

see: [https://www.beaufortwestmun.co.za/download\\_tender/2269](https://www.beaufortwestmun.co.za/download_tender/2269)