



# HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

## OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

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### INVITATION TO BID: TRAVEL AGENT

### CONTRACT NO: HGDM544/HGDM/2017

Harry Gwala District Municipality hereby requests proposals from suitably experienced service providers to assist the municipality with air and surface travelling and accommodation arrangements for a period of 24months. Service providers are required to comply with normal business ethics.

#### **Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:**

- Valid tax clearance certificate or SARS pin
- Certified Copies of company or CC documents together with certified copies of members' IDs
- Company Profile
- Central Supplier database registration

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT(if applicable)
- All bids submitted shall be valid for 90 days after the tender closing date
- A signed MBD4 form must be submitted with all Bids (available on our website and reception)
- A certified or original valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation.
- Your company must be registered on municipal database

#### **DOCUMENTS**

Bid documents will be available from **19 October 2017** between 08:00 to 16:00 from Finance Department (40 Main Street Ixopo) upon a non-refundable fee of R300 will be charged per document.

**CLOSING DATE**

The closing date for the bidders is **on 17 November 2017 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the name of the project on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

**BID ENQUIRIES**

All tender enquiries and all other matters shall be directed to **Mr.T Ndaba** on 039 834 8700 during working hours

**Mrs A.N. Dlamini**

**Municipal Manager**