



**TEDA: BID CS 03/07/19: APPOINTMENT OF A TRAVEL AGENT TO RENDER SERVICES IN RESPECT OF TRAVEL, ACCOMMODATION, VENUE AND FACILITATION, EVENTS MANAGEMENT AND CONFERENCES FOR THE TSHWANE ECONOMIC DEVELOPMENT AGENCY (TEDA) FOR A PERIOD OF THREE (3) YEARS**

The 80/20 preference point system will be applied to this tender. Bidders who are in the employ of the state will be disqualified automatically.

**Advert date:** 01 September 2019

**Closing date:** 14 October 2019 at 11:00 am

Tender documents and Terms of Reference **are obtainable on the e-tender website on receipt of a non-refundable deposit of R250, 00 through EFT**. Cash and Bank-guaranteed cheques will not be accepted. Proof of payment must be submitted together with bid documents. Name of bidder must reflect as reference.

Bidders who have disputed municipal accounts for rates and taxes and/or accounts for municipal or other services that are more than 30 days overdue will be disqualified. Municipal accounts for the last three months must be submitted together with the bid documents.

Should the bidder be renting in a leased property, both lessor and the lessee's agreement must be furnished together with the landlord's municipal account or statement. Municipal account must be submitted together with the bid documents.

Submission of municipal accounts is applicable to sub-contracting service providers as well.

Failure to comply with the above conditions will lead to disqualification.

**Enquiries regarding technical terms of reference or bid documents must be referred to Mr Richard Ramolemi at 012 358 6539 or [RichardRa@TSHWANE.GOV.ZA](mailto:RichardRa@TSHWANE.GOV.ZA)**

**Tender documents must be enclosed in a sealed envelope bearing the applicable tender number, tender description and reference number, as well as the closing time and due date, and must be addressed to TEDA, Supply Chain Management, PO Box 11751, Zwartkop, Pretoria 0051. It must be placed in the tender box situated at the reception area on the 5<sup>th</sup> Floor, Anker Building, 1279 Mike Crawford Road, Centurion**

**The bid are accessed on the Website at [www.etenders.gov.za/](http://www.etenders.gov.za/) City of Tshwane**

No briefing session will be held.