



## INVITATION TO TENDER

**INVITATION TO TENDER (BID TEDA02/04/15) FOR THE APPOINTMENT OF A TRAVEL AGENT TO RENDER A SERVICE IN RESPECT OF TRAVEL, ACCOMMODATION, VENUE AND FACILITATION, EVENTS MANAGEMENT AND CONFERENCES FOR THE TSHWANE ECONOMIC DEVELOPMENT AGENCY (TEDA) FOR A PERIOD OF TWO YEARS.**

**The 90/10 preference point system will be applied to this tender. Bidders who are in the employ of the state will be disqualified automatically.**

**CLOSING DATE: 04 FEBRUARY 2016 AT 11:00**

Tender documents and terms of reference are obtainable during normal office hours (Mondays to Fridays from 08:00 until 16:30) upon receipt of a non-refundable deposit of R200,00. No bank-guaranteed cheque will be accepted.

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

## INVITATION TO BE REGISTERED AS A SERVICE PROVIDER ON TEDA'S SUPPLIER DATABASE.

In compliance with the Municipal Finance Management Act, 2003 (Act 56 of 2003) and the Preferential Procurement Framework Act, 2000 (Act 5 of 2000), TEDA hereby invites potential service providers to express interest in rendering goods and services.

Service providers who are already registered must only submit an original, valid tax clearance certificate, together with a certified copy of an original BEE certificate.

**Enquiries regarding tender documents and supplier database forms must be referred to:**

The Bid Office at: (012) 358 6515, or email: [VhutaIIM@tshwane.gov.za](mailto:VhutaIIM@tshwane.gov.za)

**Enquiries regarding technical terms of reference must be referred to: (012) 358 6539, or email: [MokgadiMa@tshwane.gov.za](mailto:MokgadiMa@tshwane.gov.za)**

**Tender documents must be enclosed in a sealed envelope bearing the applicable tender/supplier database forms, 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, 0051, and must be placed in the tender box situated at the reception area at the entrance of the Eco Origin Building, Ground Floor, Block F, 349 Witch-Hazel Avenue, Highveld Extension 70, Centurion.**

