



Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461

Website: www.xhariep.gov.za

XHARIEP DISTRICT MUNICIPALITY

REQUEST FOR PROPOSAL: TRAVEL AGENCY

Xhariep District Municipality wishes to invite service providers to submit proposals for the provision of a travelling agent services. The provision of the service will among other services include the following, both nationally and internationally:

- Flight bookings;
- Accommodation bookings;
- Shuttle services; and
- Car rental services

Bid reference number: XDM-TRAVEL 13/14

Bid Documents available from: Xhariep District Municipality
20 Louw Street
Trompsburg
9913
Supply Chain Management Office

Closing date: 07 August 2013, at 12:00 (mid-day, on the municipal bid clock)

Tender box: Xhariep District Municipality
20 Louw Street
Trompsburg
9913

Enquiries: Miss SY Mgudlwa
Acting Chief Financial Officer
Tel: 051 713 9300/306
Fax: 051 713 0461

Instructions with the depositing of tenders: Address tenders to:
Mr. MM Kubeka
Acting Municipal Manager
Xhariep District Municipality
20 Louw Street
Trompsburg
9913

SPECIAL CONDITIONS OF A TENDER:

- Bid documents are available at **R300.00 non-refundable cash payment.**
- Bids must be enclosed in a sealed envelope clearly stating the tender number.
- All prices quoted must be VAT inclusive, except in the case of non-VAT vendors.
- No bid document will be accepted if not properly sealed and marked;
- The general conditions of contract will be applicable to this tender;
- Bids not signed by the bidders will be rejected;
- A valid original tax clearance certificate and proof of municipal rates and taxes must be attached;
- No rectification/correction fluid may be used on the document;
- Bids received after closing **TIME** and/ or **DATE** will **NOT** be considered;
- All bids that do not comply with the above conditions will be disqualified in terms of section 13 of the supply chain management regulations no. 27636 of 30 May 2005.
- The bid with the lower/lowest price or higher/highest points may not necessarily be accepted
- The Municipality reserves the right to sub-divide the contract and/or accept any portion of any bid thereof;
- Xhariep District Municipality reserves the right not to award any contract to any bidder;
- **Short listed bidders will be called in for presentation; and**
- **Bids must be delivered personally and be placed in the Xhariep District Municipality's tender box. No emailed or faxed tenders will be accepted.**