

APPOINTMENT OF A TRAVEL AGENT TO PROVIDE TRAVELLING AND ACCOMMODATION SERVICES



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

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Balfour, 2410
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29 JUNE 2026

REF: 49/2025/2026

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Quotations are hereby invited from the accredited services providers for **APPOINTMENT OF A TRAVEL AGENT TO PROVIDE TRAVELLING AND ACCOMMODATION SERVICES** for Dipaleseng Local Municipality. The 80\20 preference point system will be used when evaluating the quotation, which is in terms of PPPFA and the SCM policy of the municipality. Preferential Procurement Policy Framework will be evaluated as follows:

Price	80
Specific Goals	20
Total	100

Service providers must be registered with the Central Supplier Database www.csd.gov.za for their quotations to be considered.

Quantity	Specification
	APPOINTMENT OF A TRAVEL AGENT TO PROVIDE TRAVELLING AND ACCOMMODATION SERVICES.
4 x Adult	Return flight Tickets from Johannesburg OR Tambo Airport – Cape Town International Airport 06 July 2026 – 09 July 2026
4	Transfers Services From Airport to Hotel – Arrival
4	Transfers services From Hotel to Airport – Departure
1 x Executive Room	Executive Room – Bed, Breakfast, Dinner and 2 x soft drinks daily.
3 x Standard Rooms	Standard Rooms – Bed, Breakfast, Dinner and 2 x soft drinks daily. Check in – 06 July 2026 Check Out – 09 July 2026
3 x	Daily Shuttle Services from Hotel to Conference Venue – Cape Sun Hotel including Return
1 x	Unlimited Daily Shuttle Services

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Bid to be evaluated on Pricing and Specific Goals as follows

The Specific Goals allocated Points in terms of this tender	20 Points Allocation
Gender (Maximum Points – 5)	Female – 5 Male – 0
Disability (Maximum Points – 5)	5
Race (Maximum Points – 2)	Black – 2 Indian – 0.5 Coloured – 0.5
Locality (Maximum points -8)	Within the boundaries of the Dipaleseng Location Municipality – 8 Within Gert Sibande District – 5 Within Mpumalanga Province – 3 Outside Mpumalanga Province – 0

NB PRE EVALUATION DISQUALIFICATION CRITERIA

- Copy of certified ID Must be attached (Not older than 6 Months)
- Declaration of interest (**MBD 4**) NOT SBD 4
- Certified Company Registration (CK)
- Tax Compliance Pin Certificate
- Latest Proof of Municipal Account which is not more than 3 months old at the time of closing, and if the Company is leasing, the lease agreement must be attached together with the Municipal Account/Tax Invoice in the same address of the lease agreement/owner whether of the Director of the company or the company and it must not be owing for more than 90 days. If the business operates from the different address as per CIPC Document, an affidavit must be provided.

THE FOLLOWING WILL BE USED TO ALLOCATE POINTS ON THE SPECIFIC GOALS. THIS IS NOT A DISQUALIFICATION CRITERIA SHOULD BIDDER NOT SUBMIT.

- Copy of medical assessment report from medical Doctor/Institution in case the Director or Member of the company is Disabled, the points will be allocated on the specific goals and this is not a disqualification criteria should the bidder not submit.
- BBBEE or Sworn Affidavit Valid for 12 Month

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Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY" APPOINTMENT OF A TRAVEL AGENT TO PROVIDE TRAVELLING AND ACCOMMODATION SERVICES" – CLOSING DATE 05 JULY 2026** must be placed in the **Tender box** at **Dipaleseng Local Municipality's Offices**, Cnr Johnny Mokoena Drive & Themba Shozi Street in Balfour, not later than 12H00 on **05 JULY 2026**.

Late submission will not be accepted and Dipaleseng local municipality does not bind itself to accept the lowest or any submitted quotation .Dipaleseng local municipality reserves the right to accept a quotation as a whole or in part .

Ms. Dikeledi Mashiane 0712829446 or Ms. Petunia Raphadu 071 294 8543



MR L CINDI
MUNICIPAL MANAGER