

**TENDERS/DITHENDARA  
SUPPLIES / LEWERANSIES / PHAHLO (THEPA)**

BID NO. /	DESCRIPTION	PERIOD										
<b>DEPARTMENT OF EDUCATION</b>												
<b>E1/2022/2023</b>	<b>RENDERING OF TRAVEL MANAGEMENT SERVICES WHICH INCLUDES AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FROM SUTABLY QUALIFIED TRAVEL COMPANIES FOR FREE STATE DEPARTMENT OF EDUCATION</b>	<b>THREE YEARS FROM DATE OF APPROVAL</b>										
<b>GENERAL INFORMATION</b>		<b>CLOSING DATE AND TIME</b>	<b>BID DOCUMENTS ARE OBTAINABLE FROM</b>									
<p>A <b>non-compulsory</b> briefing session meeting will be held.</p> <p><b>Details:</b></p> <table border="1" data-bbox="142 506 675 678"> <thead> <tr> <th data-bbox="142 506 485 533">VENUE</th> <th data-bbox="485 506 675 533">DATE</th> </tr> </thead> <tbody> <tr> <td data-bbox="142 533 485 632">Conference Room 1 (Entrance 1) N8 Gateway Office Park C/O Rudolf Greyling &amp; AW Louw Avenue BLOEMFONTEIN</td> <td data-bbox="485 533 675 581"><b>8/12/2022</b></td> </tr> <tr> <td></td> <th data-bbox="485 581 675 609">TIME</th> </tr> <tr> <td></td> <td data-bbox="485 609 675 678"><b>11:00</b></td> </tr> </tbody> </table> <p>Meeting will start promptly as scheduled.</p> <p><b>STAGE ONE OF EVALUATION:</b> <b>BID PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT (DEFINED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017):</b></p> <ul style="list-style-type: none"> <li>➤ <b>BBBEE CONTRIBUTOR LEVEL 1-4</b> <ul style="list-style-type: none"> <li>• Only tenderers having B-BBEE status level of contributor <b>1-4</b> will be considered.</li> <li>• Submit a valid BBBEE certificate/sworn affidavit.</li> </ul> </li> </ul> <p><b>STAGE TWO OF EVALUATION:</b></p> <ul style="list-style-type: none"> <li>➤ <b>SPECIAL CONDITIONS:</b> The following should be submitted:</li> </ul> <p>Proof of registration ASATA/IATA (certified copy of accreditation certificate) or proof of right to use ASATA/IATA accreditation of another company.</p> <ul style="list-style-type: none"> <li>• Bidders are required to submit their International Air Transport Association (IATA) and Association of Southern African Travel Agents (ASATA) license/certificate (certified copy) at closing date.</li> <li>• Where a bidding company is using a 3<sup>rd</sup> party IATA or ASATA license, a copy of the agreement between the bidding company and the ASATA/IATA registered company together with a certified copy of the accreditation certificate of the latter company must be attached to the bid document</li> </ul> <p><b>STAGE THREE OF EVALUATION:</b></p> <ul style="list-style-type: none"> <li>➤ <b>FUNCTIONALITY EVALUATION (SEPARATE FROM PRICE): 100 POINTS</b> <ul style="list-style-type: none"> <li>• Detailed functionality points allocations will be contained in the bid document.</li> <li>• The bidder must score at least <b>70 out of 100</b> or functionality to qualify for further evaluation.</li> </ul> </li> </ul> <p><b>STAGE FOUR OF EVALUATION:</b></p> <ul style="list-style-type: none"> <li>➤ Bids will be evaluated on the <b>90/10</b> Preference Point System</li> </ul> <p>Points for price: 90</p>		VENUE	DATE	Conference Room 1 (Entrance 1) N8 Gateway Office Park C/O Rudolf Greyling & AW Louw Avenue BLOEMFONTEIN	<b>8/12/2022</b>		TIME		<b>11:00</b>	<p><b>13 JANUARY 2023 at 11:00 am</b></p>	<p>Bid documents can be <b>downloaded free of charge</b> from the National Treasury eTender Publication Portal at the following address:</p> <p><a href="http://www.etenders.gov.za">http://www.etenders.gov.za</a> (Click then on <i>Opportunities</i> and choose <i>Advertised Tenders</i>)</p> <p style="text-align: center;"><b>OR</b></p> <p><a href="http://www.education.fs.gov.za">http://www.education.fs.gov.za</a> (Click on Budget &amp; Procurement and choose bids and then bid documents)</p>	<p><b>BID MUST BE ADDRESSED AND POSTED TO</b></p> <p>Completed bid documents should be sealed, clearly marked with bid number and be delivered or couriered and deposited in to the bid-box to the following address:</p> <p><b>N8 Gateway Office Park Plot 22 C/O Rudolf Greyling &amp; AW Louw Avenue Estoire BLOEMFONTEIN 9301</b></p> <p>Please note the bid box is next to <u>Entrance 3</u></p>
VENUE	DATE											
Conference Room 1 (Entrance 1) N8 Gateway Office Park C/O Rudolf Greyling & AW Louw Avenue BLOEMFONTEIN	<b>8/12/2022</b>											
	TIME											
	<b>11:00</b>											

Points for B-BBEE status level contribution: 10

**NB: Bidders to submit the following documentations:**

- CSD print out report
- In case of joint venture CSD print out report of all partners must be attached.
- Copy of joint venture agreement signed by all the parties (in case of joint venture) must be attached.
- All SBD forms or schedules contained in the bid document to be completed and signed.
- Documentation for functionality evaluation.
- Original/Original certified and valid BBBEE certificate

**Contact Person:**

Tel: PC Legegeru  
051-4044082/80

The department will only consider original bid documents as issued. Faxed, emailed or late bid documents will not be consider.