

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

BID NO. /	DESCRIPTION											
DEPARTMENT OF EDUCATION												
E21/2023/2024	RENDERING OF TRAVEL MANAGEMENT SERVICES WHICH INCLUDES AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FROM QUALIFIED TRAVEL COMPANIES FOR FREE STATE DEPARTMENT OF EDUCATION											
PERIOD	FROM DATE OF APPROVAL FOR THREE YEARS											
GENERAL INFORMATION		CLOSING DATE AND TIME	BID DOCUMENTS ARE OBTAINABLE FROM									
<p>No briefing session will be conducted.</p> <p>The bid will be evaluated on functionality criteria:</p> <p><b>FUNCTIONALITY EVALUATION (SEPARATE FROM PRICE): 60 POINTS</b></p> <ul style="list-style-type: none"> <li>Detailed functionality criteria and points allocations is indicated in the bid document.</li> </ul> <p>The bidder must score at least <b>42 out of 60</b> for functionality to qualify for further evaluation.</p> <p>The 90/10 preference point system will be applicable in this bid.</p> <p>Points for price: 90 Specific goals: 10</p> <p>Points for Specific goals will be allocated as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Specific goal</th> <th style="width: 15%;">Maximum Points</th> <th style="width: 65%;">The department <u>will only</u> accept the following documentation that needs to be attached when points are claimed for specific goals:</th> </tr> </thead> <tbody> <tr> <td>HDI: Race: Black owned</td> <td>5 points</td> <td>Valid and original/originally certified copy of sworn affidavit or valid and original/originally certified copy of accredited BBBEE certificate. and Print out CSD report.</td> </tr> <tr> <td>The promotion of enterprises located in a specific province (<b>Free State based</b>) for work to be done or services to be rendered in that province</td> <td>5 points</td> <td>Municipal/water/electricity account of the bidder's premises: <ul style="list-style-type: none"> <li>The account must be in the bidders' name/Directors' name/s.</li> <li>The account should not be older than 3 months.</li> </ul> <p style="text-align: center;"><u>Or</u></p> <p>SIGNED Lease agreement:</p> <p>In case of lease agreement the following should be submitted with the lease agreement: Certified copies of invoices (from Lessor) for the last three consecutive months; and proof of Payments (from the Lessee) for the last three (3) consecutive months</p> </td> </tr> </tbody> </table>		Specific goal	Maximum Points	The department <u>will only</u> accept the following documentation that needs to be attached when points are claimed for specific goals:	HDI: Race: Black owned	5 points	Valid and original/originally certified copy of sworn affidavit or valid and original/originally certified copy of accredited BBBEE certificate. and Print out CSD report.	The promotion of enterprises located in a specific province ( <b>Free State based</b> ) for work to be done or services to be rendered in that province	5 points	Municipal/water/electricity account of the bidder's premises: <ul style="list-style-type: none"> <li>The account must be in the bidders' name/Directors' name/s.</li> <li>The account should not be older than 3 months.</li> </ul> <p style="text-align: center;"><u>Or</u></p> <p>SIGNED Lease agreement:</p> <p>In case of lease agreement the following should be submitted with the lease agreement: Certified copies of invoices (from Lessor) for the last three consecutive months; and proof of Payments (from the Lessee) for the last three (3) consecutive months</p>	<p><b>17 November 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><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>
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		BID MUST BE ADDRESSED AND POSTED TO										
		<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>										

		as proof that the landlord has been paid by the tenant.			
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**NB: Bidders to submit the following documentations:**

- CSD print out report
- All SBD forms or schedules contained in the bid document to be completed and signed.
- Documentation for functionality evaluation.
- Documentation for Specific goals.
- Documentation requested in Special Conditions.

**Contact Persons:**

Specification and functionality :

Enquiries : PC Legegeru

Tel. : 082 042 5570

E-mail: : [P.Legegeru@fseducation.gov.za](mailto:P.Legegeru@fseducation.gov.za)

Bid forms :

Enquiries: Ms K Rampai

Tel. : 051-4041873

E-mail : [K.Rampai@fseducation.gov.za](mailto:K.Rampai@fseducation.gov.za)

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