



**Sarah Baartman**  
DISTRICT MUNICIPALITY  
*Province of the Eastern Cape*  
*progress through development*

## INVITATION TO BID

### **BID NO. 39/2025: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL AGENCY SERVICES FOR SBDM**

Bids are invited from experienced service providers for the appointment of a service provider to provide travel agency services for Sarah Baartman District Municipality for a three-year period. Potential bidders must be registered as a member with the Association of South Africa Travel Agency (ASATA) and be accredited with the International Air Transport Association (IATA).

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BEING DEEMED TO BE NON-RESPONSIVE:** Proof of registration as a member with ASATA and accreditation with IATA in the name of the bidding company. Fully completed MBD forms 4, 6.1, 8 and 9. Municipal statements of account covering a period of three (3) months or a signed lease agreement must be submitted. Should the afore-mentioned not be available, an affidavit declaring that a bidder does not owe municipal services for more than 90 days.

The Sarah Baartman District Municipality Supply Chain Management policy will apply. Evaluation criteria is 80/20 preference points system, where 80 points will be used for price 10 points will be allocated for locality, another 10 points will be allocated for B-BBEE status level of contribution. Prospective bidders must be registered on the Central Supplier Database (CSD), failure to comply shall render the bid null and void.

The original document collected from the Municipality must be submitted or, if documents are printed from the websites, the original, printed document must be submitted. Bids must only be submitted in the bid documentation provided by the municipality. Late, incomplete, facsimiled or e-mailed bids will not be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. SBDM reserves the right not to accept part of or the full bid.

Bid documents with the necessary specifications will be available for free download on the e-tender portal (<https://etenders.treasury.gov.za>) or the Municipal website (<https://cacadudevelopment.co.za/sbdm-tenders/>). **Hard copies can be obtained from the Supply Chain Management Unit (4th Floor, 32 Govan Mbeki Avenue, Gqeberha, tel. (041) 508 7007 at a fee of R219.20 to cover printing costs.**

Bidders that do not obtain a minimum score of 70% on functionality criteria will be excluded from further evaluation.

**Functionality will be assessed as follows:**

CRITERIA	POINTS
Experience of Company in the Provision of Travel Agency Services	70
Dedicated Travel Agency Consultant	50
<b>TOTAL</b>	<b>120</b>

Bids in a sealed envelope clearly marked **"BID NO. 39/2025: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL AGENCY SERVICES FOR SBDM"** must be placed in the **bid box on the 4th Floor, 32 Govan Mbeki Avenue, Gqeberha, before 12h00 noon on Friday, 14 November 2025.** Thereafter bids will be opened in public in **Committee Room 1, 6th Floor, 32 Govan Mbeki Avenue, Gqeberha.**

**Enquiries: All technical enquiries to be directed to:** Ms B. Botha, tel. (041) 508 7115, e-mail: [bbotha@sbdm.co.za](mailto:bbotha@sbdm.co.za) **and SCM enquiries to:** Ms. K. Notshulwana, tel. 041 508 7007, e-mail: [knotshulwana@sbdm.co.za](mailto:knotshulwana@sbdm.co.za)

**NOTICE 59 OF 2025 DATED 14 OCTOBER 2025**

**Ms U DANIELS: MUNICIPAL MANAGER**

**Sarah Baartman District Municipality, P O Box 318, Gqeberha, 6000.**