



DR JS MOROKA LOCAL MUNICIPALITY



PROJECT NO: JSM/FIN – 01/2026 PROVISION OF TRAVEL AGENCY SERVICES FOR THE PERIOD OF 3 (THREE) YEARS/ 36 MONTHS ON AS AN WHEN REQUIRED.

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TENDERING PROCEDURES

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T1.1 TENDER NOTICE AND INVITATION TO TENDER

Dr JS Moroka Local Municipality Invites Tenders for the Provision of Travel Agency Services.

Bid documents will be obtainable from the **01st of October 2025** on payment of cash non-refundable document fee of **R3 516.32** per document from the offices of the Dr JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa, Mpumalanga during office hours. Bid documents will be obtainable from the Municipal Offices, E-TENDER or the municipal website.

A compulsory site briefing will be held on the **3rd October 2025** at Dr JS Moroka Local Municipality Ga-Phahla Community Hall, commencing at 11H00am. Only tenders from Bidders who attended the above briefing session and have signed attendance register shall be considered.

In the case of a Joint Venture a representative of the Joint Venture partnership should attend the meeting. **No individual may represent more than one tenderer at the compulsory briefing session. Non-completion in full of the fields required on the attendance register may lead to automatic disqualification**

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in an envelope and externally endorsed with the description: **PROJECT NO: JSM/FIN – 01/2026 PROVISION OF TRAVEL AGENCY SERVICES FOR THE PERIOD OF 3 (THREE) YEARS/ 36 MONTHS ON AS AN WHEN REQUIRED** and be deposited in the Tender Box, At main entrance reception, Dr JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa, Mpumalanga not later than 11H00am on **30 October 2025**. The tenders will be opened in public on the day and time of submission. The Tenders shall remain valid for a period of 90 days from the closing date. Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Tenders will be evaluated in terms of the Supply Chain Management policy of the Dr JS Moroka Local Municipality. The lowest or any tender will not necessarily be accepted and suitably the Dr JS Moroka Local Municipality reserves the right not to consider any tender **not suitably endorsed or comprehensively completed**, as well as the right to accept the tender in whole or part.

Finance Enquiries may be directed to Ms. D.B Klaas (013) 973 1101; Supply Chain Management Enquiries: Mr. A.V Masilela (013) 973 1101 from 07H45 – 16H15 Monday to Thursday and 07H45 – 13H00 on Friday.

Ms. M.M MATHEBELA
MUNICIPAL MANAGER

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2