

<b>SPECIFICATIONS ENQUIRIES</b>	<b>Ms. Judith Hendricks</b>
<b>TEL NO.</b>	<b>(021) 483-9413</b>
<b>BID ENQUIRIES</b>	<b>Ms. Siyavuya Maputi</b>
<b>TEL NO.</b>	<b>(021) 483-9166</b>
<b>BID NO.</b>	<b>EDT 004-25</b>
<b>CLOSING DATE</b>	<b>18 September 2025 @ 11:00</b>
<b>VALIDITY PERIOD</b>	<b>90-DAYS (CALCULATED FROM CLOSING DATE)</b>

**Service: APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY FOR THE PERIOD OF THREE (3) YEARS.**

1. Bidders are invited to submit their applications for the appointment of a Travel Management Company for the period of 3 years to provide travel management services according to the attached Terms of Reference.
2. This bid is subject to the General Conditions of Contract (GCC) and, where applicable, any other special conditions of contract.
3. Kindly note that the Bid applications **MUST** be submitted via e-Tender Portal:
- 3.1 **SEE GUIDE BELOW ON HOW TO SUBMIT A RESPONSE ON THE E-TENDER PORTAL**

**Submit on E tender portal, following the below:**

1. (<https://www.etenders.gov.za/>)
  2. Search/Click Browse Opportunities by organ of state (Economic Development and Tourism) / search by Tender reference number.
  3. Click the + sign to expand the tender / RFQ information.
  4. Start the e-submission process.
  5. Supplier login
  6. Use your CSD Credentials to Login. Contact CSD on ([csd@treasury.gov.za](mailto:csd@treasury.gov.za)) in case you forgot your login credentials. "My profile should show if you have logged in successfully".
  7. Select supplier.
  8. Check the submission checklist and attached the compulsory documents.
4. **If the application is not going through on the E-tender portal Contact:**
- eTenders Contact Centre  
 +27(0)12 406 9222 / 012 406-9229 / 012 312-5000  
[etenders@treasury.gov.za](mailto:etenders@treasury.gov.za)  
<https://etenders.treasury.gov.za>

5. Bids forwarded by e-mail or similar process will not be considered.
6. **Important Note:** Bidders are strongly advised to complete their electronic submissions at least one day before the closing date. This helps avoid last-minute technical issues that may arise due to slow internet, limited bandwidth, or large file uploads. Please do not wait until the final hour to submit your bid, as late submissions will not be accepted by the system.
7. All bids must be submitted on the original forms – **(BIDDERS MUST NOT RE-TYPE THE BID DOCUMENT OR CONVERT FROM PDF FORMAT)**

Trevor Malgas  
(55569544)

Digitally signed by Trevor  
Malgas (55569544)  
Date: 2025.08.20 17:48:09  
+02'00'

For **ACCOUNTING OFFICER: DEPARTMENT OF ECONOMIC DEVELOPMENT  
AND TOURISM**

**Date:**