

EXPRESSION OF INTEREST (EOI)

APPOINTMENT OF TRAVEL MANAGEMENT COMPANIES TO A PANEL FOR TRAVEL MANAGEMENT SERVICES

EOI Number: EOI 01/2026

Elangeni TVET College invites suitably qualified and experienced Travel Management Companies (TMCs) to submit Expressions of Interest (EOI) for appointment to a panel of service providers to provide travel management services to the College on an as-and-when-required basis.

The panel will be appointed for a period of three (3) years, subject to satisfactory performance and compliance with the College Supply Chain Management Policy and applicable National Treasury regulations.

Scope of Services

The services required include, but are not limited to:

- Domestic and international flight bookings
- Accommodation reservations
- Car hire and shuttle services
- Airport transfers and ground transportation
- Travel insurance and visa advisory services
- Emergency travel assistance and after-hours support
- Travel expenditure reporting

Mandatory Requirements

Interested service providers must submit the following:

- Company registration documents (CIPC)
- Valid Tax Clearance Pin
- Proof of registration on the National Treasury Central Supplier Database (CSD)
- Proof of registration with a recognised travel authority (e.g. IATA or equivalent)
- Company profile with relevant experience
- Contactable references for similar services rendered

Virtual Information Session

Interested service providers are requested to confirm their attendance for a virtual information session, where further details regarding the Expression of Interest will be discussed.

Date for the virtual meeting 26, March 2026 @ 10h:00am

Service providers wishing to attend the session must confirm their participation by sending an email to the address provided below. The virtual meeting link will be shared with all service providers who confirm their attendance.

Submission Details

EOI documents must be clearly marked:

"Expression of Interest – Panel of Travel Management Companies"

and submitted to:

Tender Box

Elangeni TVET College or emailed to: quotations1@elangeni.edu.za

Closing Date

Date: 08 April 2026

Time: 11h00

Late submissions **will not be accepted.**

Enquiries and Confirmation for the Virtual Meeting

Supply Chain Management Unit

Elangeni TVET College

Tel: 031 492 4363

Email: quotations1@elangeni.edu.za

Link for the virtual meeting and proposal document will be shared to those who have confirmed the attendance

Elangeni TVET College reserves the right not to appoint any service provider and to appoint more than one service provider to the panel.