

SWELLENDAM MUNICIPALITY



TENDER NO: SMT20-25-26

TRAVEL AGENCY AND MANAGEMENT SERVICES UNTIL 30 JUNE 2028

Official bid documents are obtainable from Mr. K. Juries (Supply Chain Management Unit, 11 Lind Street, Swellendam on tel: 028 514 8500 or email scm@swellendam.gov.za , **23 October 2025**. One complete set of tender documents will be supplied on receipt of a non-refundable deposit of **R730.00**(Vat Incl.).

Account Name	Bank Name	Acc. Number	Branch Code	Acc. Type
Swellendam Municipality	Standard Bank	280013965	050513	Business Current Account

Any technical enquiries can be made to Ms. E. Wasserman via e-mail: elmariw@swellendam.gov.za

Tenders must be submitted in a sealed envelope and must be clearly marked with the respective tender number and description. Tenders must be placed in the Municipal Tender Box before **11h00 on 14 November 2025** situated at the Supply Chain Management Offices, 11 Lind Street, Swellendam after which tenders will be opened in public. Tenders may only be submitted on the prescribed tender documents and must include the Tax Compliance Status **PIN** as issued by **SARS**.

Late tenders and tenders received by E-Mail or Facsimile will not be considered. Tenders will be evaluated and adjudicated in accordance with the Swellendam Municipality's preferential procurement policy and its Supply Chain Management Policy. The **80/20**-point system will be applicable. The Council does not bind itself to accept the lowest or any bid and reserves the right to accept a tender in full or a part thereof. Subject to the sole discretion of the Municipality, failure to supply all supplementary information and documentation may result in the tender being rendered non-responsive

Special Conditions of tender:

- Proof of Membership of the Association of South African Travel Agents (ASATA). A dated and valid Proof of membership must be provided. An expired ASATA membership will result in disqualification.
- Bidder(s) must be fully accredited member/s of the International Air Transport Association (IATA) with access to a worldwide computerized reservation network which is valid and compliant with the travel industry requirements.

Please Note:

- Quotation / Tender box is open 24/7;
- Standard size of opening is: 10cm high and 33cm wide;
- All Technical inquiries **MUST** be in writing to the responsible official on this advert.

Bids shall remain valid for a ninety (90) day period calculated from the bid closing date

A VORSTER
MUNICIPAL MANAGER
PO BOX 20
SWELLENDAM, 6740

NOTICE NO. T101/2025