



BID NO: COM104/2025
CLOSING DATE: 31 OCTOBER 2025

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR TRAVELLING AND ACCOMMODATION SERVICES FOR THE CITY OF MBOMBELA FOR A PERIOD OF 36 MONTHS

Bids are hereby invited from potential service providers for a three year panel of service providers for rendering of accommodation and travelling services for City of Mbombela on an ad-hoc bases.

The project entails booking of flights, vehicles and accommodation. It is compulsory that service providers download a copy of the bid document that will ONLY be available as from 1 October 2025 on the following websites: www.mbombela.gov.za, in "tenders and notices" and www.etenders.gov.za, free of charge.

Duly completed bid documents and supporting documents which are, , CERTIFIED ID COPIES OF BUSINESS DIRECTORS, COPY OF TAX COMPLIANCE STATUS, CERTIFIED COPY OF B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE TO CLAIM B-BBEE POINTS, CURRENT MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RESIDENCE FROM A TRIBAL AUTHORITY OR LEASE AGREEMENT ACCOMPANIED BY THE LESSOR'S UP-TO-DATE MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY FOR BOTH THE COMPANY AND ALL ITS ACTIVE DIRECTORS INCLUDING JV's AND CONSOTIUMS, CSD REGISTRATION FULL REPORT (Summary Report will not be considered) and a copy of the COMPANY REGISTRATION CERTIFICATE, together with the bid document must be sealed in an envelope clearly marked: "**BID NUMBER; BID DESCRIPTION AND CLOSING DATE**" with the name of the bidder shall be placed in the bid box at MBOMBELA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered.

No briefing session shall be conducted for this tender. Technical enquiries may be directed to the project manager on the below contact details.

Bidders are advised not to commit fraudulent activities or forge documents. All abusers of the SCM system, including forging or faking of returnable documents, may be reported to SAPS and restricted from doing business with any Public Institutions for a period NOT exceeding 10 years which is in line with section 28 and 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with the **Preferential Procurement Policy Framework Act, No 5 of 2000** and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022, where 80 points will be allocated in respect of price and 20 points in respect of B-BBEE status level of contribution.

Procurement Enquiries	:	Christopher Nkambule (013) 759 2358
Technical Enquires	:	Lynette Ngwenya (013) 759 9355
Employer	:	City Manager, Mr W.J. Khumalo
		City of Mbombela
		P. O. Box 45, Mbombela, 1200

VISIT OUR WEBSITE – www.mbombela.gov.za

NB: The results of this bid will be published on council website as prescribed on the MFMA sec 75 (1) (g) and of SCM regulations, sec. 23 (c).