



**The Performing Arts Council of the Free State (PACOFs) is a public entity of the Department of Sport, Arts and Culture situated in Bloemfontein.
03/05/09/Travel agent/2023**

PACOFs urgently requests quotations from travel agents to assist the entity with travel and accommodation for a period of 24 months on a need basis.

The service provider will be required to;

- Seek quotations for travel and accommodation (flights, BnB, vehicle hire, shuttle services e.t.c) as and when required by the entity.
- Travel and accommodation will be requested for all staff members, artists, board members and any other individuals that the entity will require travel and accommodation for.
- Annexure A details some of the planned travelling required by the entity.

MANDATORY REQUIREMENTS

- Service providers are required to provide reference letters of similar work conducted for other entities. The reference letters should indicate contactable details.
- A detailed company profile should be provided.

QUOTATION

- Please provide a quotation for the indicated travel needs in **Annexure A**.
- Management fee charged by the entity should be clearly specified on the quotation.
- Confirmation of booking will be provided through a purchase order.

NB: Failure to provide a quotation and mandatory requirements as requested will result in a non-responsive proposal and may lead to disqualification.

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a valid tax clearance and B-BBEE certificate.
2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.
3. Evaluation criteria 80/20 will be applicable with regards to Preferential Procurement Regulations 2022.
4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/ documentation.
5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement

Regulations, 2022, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

VERY IMPORTANT NOTICE!

1. Please submit quotations / proposals on a company letterhead.
2. Payment will be done 30 days after receipt of the original invoice.
3. Banking details (remittance name; branch code and account number) must appear on your invoice and correspond with the CSD.
4. If vat is claimed, vat number should appear on the quotation.
5. Registration on the central supplier database (CSD) is mandatory.
6. Please do not inflate prices.

ENQUIRIES

For more information please contact: 051 447 7771

Quotations to be emailed to: quotation@pacofs.co.za

CLOSING DATE: THURSDAY, 14TH SEPTEMBER 2023 AT 11H00

ANNEXURE A

Units	Check in	Check out	Nights	Accommodation
X1	2023/09/17	2023/09/23	6	Thabo Mofutsanyana (Qwaqwa)
	2023/10/02	2023/10/06	4	
	2023/10/31	2023/11/06	6	
	2023/12/03	2023/12/08	5	
	2024/01/08	2024/01/13	5	
X1	2023/09/17	2023/09/23	6	Lejweleputswa (Winburg)
	2023/10/02	2023/10/07	5	
	2023/11/06	2023/11/11	5	
	2023/12/04	2023/12/09	5	
	2024/01/08	2024/01/13	5	
X1	2023/09/18	2023/09/26	8	Lejweleputswa (Allenridge)
	2023/10/02	2023/10/10	8	
	2023/11/01	2023/11/08	7	
	2023/12/01	2023/12/06	5	
	2024/01/04	2024/01/09	5	
X7	2023/10/09	2023/10/14	5	Durban
X7	2023/10/09	2023/10/14		Return Flights Bloemfontein - Durban
X6	2023/10/15	2023/10/17	2	Bloemfontein
X3	2023/09/11	2023/09/15	4	
X2	2023/09/18	2023/09/21	3	
X1	2023/09/18	2023/09/22	4	
X1	2023/09/20	2023/09/26	6	
X1	2023/09/22	2023/09/23	1	
X3	2023/09/25	2023/09/26	1	