



## STEVE TSHWETE LOCAL MUNICIPALITY

**TENDER NO.: BS02/02/2026**

**CLOSING DATE: 18/03/2026 AT 12H00**

### **APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR PROVISION OF TRAVEL AND ACCOMMODATION AS AND WHEN REQUIRED FOR THE PERIOD OF 36 MONTHS**

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF TRAVEL AND ACCOMMODATION AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS, in the Steve Tshwete municipal region.

Tender documents will be obtainable from the 17/02/2026, from Legal & Administration Department, Room B207, Municipal Building, Wanderers Avenue, P.O. Box 14, Middelburg, Mpumalanga 1050, Tel: (013) 249-7365 & Fax: (013) 243-2550) against payment of a non-refundable tender amount of **R850,00**. Only payments made in cash or debit/credit card will be accepted.

**Fully completed tender enclosed in a sealed envelope marked "TENDER NO. BS02/02/2026: APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF TRAVEL AND ACCOMMODATION AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS"** with the name of the tenderer, shall be deposited in the tender box provided at the Steve Tshwete Local Municipality on the 1 st floor, Room B207, Civic Centre, Corner Walter Sisulu and Wanderers Avenue, Middelburg, before 12H00 on 18/03/2026. The tenders will be opened in public.

A non-compulsory clarification meeting will take place on 24/02/2026 starting at 10:00, at Mayor's Parlour, 2nd Floor, Civic Center, Cnr Walter Sisulu Str & Wanderers Ave, Middelburg, 1050

*Bidders will be evaluated on functionality whereby **70 points** has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No 5 of 2000 and as defined in the conditions of tender in the tender document, read in conjunction with the supply chain management policy of Steve Tshwete Local Municipality where **80 points** will be allocated in respect of price and **20 points** in respect of Specific Goals. Tenderers must have the necessary skills, experience and capacity to perform the required work.*

No awards will be made to a person:

- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

**The following documents have to be attached as Annexure A (Bidders that fail to submit documents indicated as compulsory will be disqualified)**

- **Copy(ies) of share certificate(s) and certified copy of medical certificate (where necessary) – Non-Compulsory (failure to submit no points will be awarded)**
- **Copy of company registration certificate(CK) - Compulsory**
- **Copy/ printed Tax compliance status Pin to enable the municipality to verify the bidder's tax compliance status- Non-Compulsory**
- **Copy of current municipal account (not older than 3 months) or copy of Lease Agreement (and Landlord's municipal account) – Compulsory**
- **CSD summary report – Non-Compulsory**

TENDER NO.	<b>BS02/02/2026</b>				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- **Joint Venture Agreement (In case of a Joint Venture) – Compulsory**
- **Joint Ventures must be registered on CSD as Joint Venture**
- **All forms must be filled in full – Compulsory**
- **Proof of valid membership with the Association of Southern African Travel Agents and Advisors (ASATA) and International Air Transport Association (IATA) – Compulsory**

**SM Mnguni**  
**MUNICIPAL MANAGER**  
 Steve Tshwete Local Municipality  
 Municipal Civic Building  
 Wanderers Avenue  
**MIDDELBURG**  
 1050

TENDER NO.	<b>BS02/02/2026</b>				
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