



SUPPLY CHAIN MANAGEMENT

Room K 016

FIRST AVE ENTRANCE

TEL: 051 – 4477771 x 2306

FAX-2-E-MAIL: 086 729 6757

E-MAIL: quotation@pacofs.co.za

INVITATION FOR A QUOTATION

REFERENCE NUMBER: SCM45TRAVELANDACCOMODATION2025

PACOFS seeks to appoint a service provider who will provide travel and accommodation services for a period of 24 months (2 years) . The services consist of the below.

The service provider will be required to:

- Provide quotations and arrange for all forms of travel when required.
- Provide quotations and arrange all forms of accommodation when requested.
- Be available to provide the below-mentioned services even after hours.

DESCRIPTION	Year 1	Year 2
Service fee (Clearly outline service fees) Travel Management Services ✓ Air travel- Domestic ✓ Air travel- International ✓ Car rental- Domestic ✓ Accommodation- Domestic ✓ Accommodation- International ✓ Conferencing- Domestic ✓ Bus/Coach Bookings ✓ Transfers/Shuttle Services- Domestic Transfers/Shuttle Services- International	Mark-up percentage	Mark-up percentage
Other Fees: Disclose any other fees that may apply ➤ Changes to bookings- Only charged on confirmed bookings ➤ after-hours support fees ➤ cancellation fees	Rate in rand Value	Rate in rand Value

MANDATORY DOCUMENTS

- Service providers are required to provide 5 references/ appointment letters of travel management contracts awarded.
- A detailed company profile should be provided.
- Bank grading C letter of the company.
- Proof of registration with the Association of South African Travel Agent (ASATA) must be provided.
- Proof of CSD Registration

Failure to provide a clear quotation and submit mandatory documents will result in disqualification

For any queries, please contact Supply Chain at quotation@pacofs.co.za or 051 – 447-7771

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 as per 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/. The CSD report shall be used to verify claim of such points.
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 ON A COMPANY LETTERHEAD.
2. PAYMENT WILL BE DONE WITHIN 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.
3. BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.
4. PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.
5. THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).
6. IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.
7. NO CESSIONS WILL BE SIGNED.
8. A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.
12. PACOFS RESERVES THE RIGHT TO AWARD OR WITHDRAW THE BID.
13. NO PREPAYMENT/UPFRONT PAYMENT WILL BE MADE BY PACOFS.
14. QUOTATIONS NOT OBTAINED THROUGH THE DEDICATED QUOTATIONS EMAIL WILL NOT BE USED TO APPOINT A SERVICE PROVIDER.

OPENING DATE: 31 OCTOBER 2025

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

FRIDAY 14 NOVEMBER 2025 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za

No late submission will be accepted!