

Laingsburg

Munisipaliteit

Munisipale-geboue
Privaatsak X4
LAINGSBURG, 6900
Tel. (023) 551 1019
Faks No. (023) 5511 019



Municipality

Municipal Buildings
Private Bag X4
LAINGSBURG, 6900
Tel. (023) 551 1019
Fax No. (023) 5511 019

E-pos / E-mail: scm@laingsburg.gov.za

NOTICE: 56 / 2026
TENDER: SCM-T-2026-27-002

PROVISION OF TRAVEL MANAGEMENT SERVICES

Laingsburg Municipality hereby invites suitably qualified and experienced travel agencies to provide travel management services for a period of three years.

The bidding company must be registered with the **Association of South Africa Travel Agents (ASATA)**. Proof of registration must accompany this bid document.

The bidding company must also be an accredited Travel Agent by **Internal Air Transport Association (IATA)**. Proof of registration must accompany this bid document.

Non-compliance with the eligibility criteria will render the bidder non-responsive.

The successful tenderer must also be registered and tax-compliant on the Centralised Supplier Database (CSD). Tenderers can register on www.csd.gov.za.

Tenders may only be submitted on the prescribed tender documents that are obtainable from **Friday, 5 June 2026** at the **Supply Chain Management Unit, 02 Van Riebeeck Street, Laingsburg, 6900** during office hours (**08h00 - 16h00**).

A non-refundable participation fee of **R 700.00 (Seven Hundred Rand)** will be applicable. The participation fee must be deposited into the account of the Laingsburg Municipality at **Standard Bank**, Branch Code **51108**, Account Number **203 247 663**. The reference number for confirmation of payment is **SCM-T-2026-27-002 - Company Name**.

Proof of payment for the participation fee should accompany your tender document at submission. For enquiries specific to this matter, kindly contact Mr. Anthonico Quinn at scm@laingsburg.gov.za.

Completed tenders in a sealed envelope, endorsed with "**SCM-T-2026-27-002 - Provision of travel management services**," must be placed in the tender box in the foyer between 08:00 – 15:00 at the Municipal Buildings, 02 Van Riebeeck Street, Laingsburg to reach the Municipal Manager no later than **12:00 p.m. on Thursday, 9 July 2026**, after which tenders will be opened in public.

Telegraphic, telephonic, facsimile, emailed, and late bids will not be accepted.

The bid must be valid for a period of 120 days after the closing date. The bid will be subject to the Council's Supply Chain Management Policy, the Municipal Preferential Procurement Policy, and the Preferential Procurement Regulations, 2022.

The preferential points system applied (80/20) in terms of the Preferential Procurement Policy is as follows:

PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
LOCALITY	10
TOTAL POINTS	100

The municipality reserves the right to withdraw any invitation to tender, re-advertise, reject any formal tender, or to accept a part of it. The municipality is not bound to accept the lowest bid or award a contract to the bidder scoring the highest point score.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO. 40553 DATED 20 JANUARY 2017).

<u>Supply Chain Management Queries</u> Mr. Anthonico Quinn Tel: (023) 55 11 019 scm@laingsburg.gov.za	<u>Technical Queries</u> Mr. Keith Gertse Tel: (023) 55 11 019 scm@laingsburg.gov.za
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J BOOYSEN
MUNICIPAL MANAGER

2 JUNE 2026