

ADVERTISEMENT

T2027-10 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL AGENT AND EVENT MANAGEMENT CONTRACT FOR A PERIOD OF 36 MONTHS

The uMzinyathi District Municipality hereby invites suitable, qualified and professional service providers for the above mentioned tenders.

Tender documents will be available as from **01 October 2026, Thursday** on the e-tender portal www.etenders.gov.za Municipal website: www.umzinyathi.gov.za.

Tenders will be evaluated on the Functionality Criteria as specified in the tender documents and thereafter bidders who score a minimum required number of points will be further evaluated using the 80/20 Preferential Point System as prescribed in the Council Supply Chain Management Policy. Only bidders who score **70 minimum points** on functionality criteria will qualify for the second stage of evaluation.

The following **Functionality Evaluation Criteria** will be applicable:

Evaluation Criteria	Maximum Allocated Points
Company experience in the provision of travel agent services; Service provider must attach appointment letters and reference letters (with company stamp from the institution/company where the service was rendered) of similar service from those respective public sector Institutions.	30
Qualification and experience of key personnel (Attach a copy of qualification and CV)	30
Valid proof of company registration with the relevant travel agent professional body (ASATA/IATA)	20
Methodology/Implementation plan; The travelling agent must submit a methodology / implementation plan that outlined the process to be implemented to ensure expedite the processing of booking accommodation, flights and events management	20
Total	100

The completed tender documents complying with all conditions of the tender must be enclosed in a sealed envelope and clearly marked with **T2027-10 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL AGENT AND EVENT MANAGEMENT CONTRACT FOR A PERIOD OF 36 MONTHS** must be deposited in the official tender box located at the reception area, Princess Magogo Building, 39 Victoria Street, Dundee 3000, no later than closing date **02 November 2026, Monday, at 12H00** which will be followed by an opening. Late bids or bids received by way of post, facsimile or e-mail will, under no circumstances be considered.

Tender documents sent via Courier services must be deposited in the tender box and not be handed to an employee of uMzinyathi District Municipality.

Umzinyathi District Municipality is not obliged to appoint the lowest bid and further reserves the right not to proceed herein and further reserves the right not to accept any bid or part thereof. Tenders submitted are to be valid for a period of 120 days from the closing date for submissions of tenders.

Enquires can be directed to **SCM Manager: Mr. S Khwela Tel: 034 219 1500**, email address: khwelars@umzinyathi.gov.za during office hours. Supply Chain Management related enquiries can be directed to **Mr. Kwanda Ngubane Tel: 034 219 1500**, email address: kwanda@umzinyathi.gov.za.

MR MV NTANZI
MUNICIPAL MANAGER