

HEAD OFFICE

303 Church Street
Private Bag X 44
MOGWA DI 0715
Telephone : (015) 501 0243/4
Fax no : (015) 501 0419
E-mail: info@molemole.gov.za



Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: JimmyM

Reference:MLM/FNC/01/2013

13 MARCH 2013.

Molemole Municipality is hereby requesting for proposals from travel agencies for assisting the municipality with booking of accommodation, flights and car hire on request.

The municipality wishes to appoint travel agency who will be used for the duration of 12 month. The Municipality will enter into a service level agreement with the appointed travel agency for 1 year. When the need for services of the travel agency is required, the municipality will contact the travel agency by means of a written request for quotation.

The following documentation should accompany the quotations:

- a) Company Registration certificate
- b) A valid Tax clearance certificate
- c) BBB-EE Certificate from an accredited agency, auditor or accountant
- d) Proof of relevant experience and contactable references.
- e) Registration with ASATA and IATA.

The following conditions will apply:

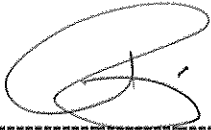
- Quotation must be on an official letterhead of the company;
- Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner.

For any specification enquiries please contact Procurement office on 015 501 0243/4 during office hours. All quotations should be submitted to Mogwadi Municipal Tender Box by no later than 12 April 2013, 14H30, and clearly marked **TRAVEL AGENCY**. No quotation will be accepted after the deadline date and time. Quotations not accompanied by specified documents will not be considered. Emailed or faxed Quotations will not be considered.

Molemole Municipality is not bound to accept the lowest or any proposal and reserves the right to accept any proposal either wholly or a part thereof.



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MUNICIPAL MANAGER

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