



BEAUFORT WEST MUNICIPALITY



NOTICE NO: 151/2025

BID NO: SCM 16/2026

PROCUREMENT OF TRAVEL AND ACCOMMODATION AGENCY SERVICES FOR A PERIOD OF THREE YEARS

The BEAUFORT WEST MUNICIPALITY hereby invites service providers for the PROCUREMENT OF TRAVEL AND ACCOMMODATION AGENCY SERVICES FOR A PERIOD OF THREE YEARS

A prerequisite of 75% exist for functionality in order to be considered for further evaluation.

Enquiries regarding the documents may be directed to Mr. S. Madumbo at Tel. (023) 414 7547 or email: sidwillm@beaufortwestmun.co.za. Enquiries regarding the specifications/ scope of works may be directed to Mr. B. Damon at telephone number: 023-414 7537 or bradleyd@beaufortwestmun.co.za from **Monday, 13 Oktober 2025**.

A non-refundable fee of R270 (Two Hundred and Seventy Rand), is payable for a set of documents. The fee must be deposited into the account of the Beaufort West Municipality at **NEDBANK, Branch Code: 198 765, Account Number 107 428 0318**. The reference number for confirmation of payment is: **SCM 16/2026** and Bid Documents will be made available upon provision of proof of payment. **Electronic documents will be free of charge and hard copy of document will be payable.**

Sealed Bids, marked: **"BID SCM: 16/2026: PROCUREMENT OF TRAVEL AND ACCOMMODATION AGENCY SERVICES FOR A PERIOD OF THREE YEARS"** must be placed in the tender box at the office of the Supply Chain Management Unit in the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time and date of **14:00 on Friday, 14 November 2025**. Bids will then be opened in the presence of anyone who wishes to attend, in the Committee Room in the Supply Chain Management office at the Sanlam Building, Donkin Street, Beaufort West.

Telegraphic, telephonic, telex, facsimile, e-mail, bids not completed in black ink by hand and late bids will not be accepted. The lowest, only or any bid shall not necessarily be accepted and Beaufort West Municipality reserves the right to accept any part of the bid.

The tender must be valid for a period of **120** (one hundred and twenty) days after the closing date.

The tender will be subject to Council's Supply Chain Management and Preferential Procurement Policies. The 80/20 preference points system will be applicable. A maximum of 80 points will be awarded for Price and a maximum of 20 points will be awarded for the following Specific Goals:

SPECIFIC GOAL	POINTS ALLOCATED
Contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability (B-BBEE Status Level of Contributor)	10
Promotion of enterprises located in the municipal area (WC053)	10

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database; register without delay by completing the prescribed form. Application forms are obtainable on their website www.csd.gov.za

Municipal Offices
112 Donkin Street
BEAUFORT WEST
6970

A. Makendlana
Acting Municipal Manager

10 October 2025