

The Economic Development Department is the department of the South African government responsible for economic policy, economic planning and economic development.

The Department has offices in Pretoria, Sunnyside and Cape Town, EDD is responsible for ensuring that it carries its mandate diligently and the mandate is implemented nationally through its stakeholders nationally, regionally and internationally which requires staff travel continually to various destinations.

Travel arrangements will consist of air travel, hotel accommodation, airport transfers, shuttle services, car rentals and conferencing.

The Economic Development Department (EDD) invites all suitably qualified and capable firms to submit proposals for the travel management services for both International and domestic travel as well as accommodation, transfers, car rental and conference facilities.

The copy of terms of reference as well as tender documents can be obtained here.

### **Bid Number**

### **Bid Description**

### **Evaluation Criteria**

### **Briefing Session**

**Closing date and time**

EDD/SCM/01

Travel Management Services

Preferential Procurement Regulations 2011 (90:10 preferential point system)

Functionality

A compulsory briefing session will be held on 17 April 2018 in at the dti Campus, Block G, 1st Floor, 77 Meintjies Street, Sunnyside, Pretoria.

03 May 2018 at 11h00

**Please note that:**

- No late, faxed or e-mailed proposals will be accepted.
- Only proposals from bidders who attended a briefing session will be considered.
- Proposals must be firmly bound together with terms and conditions duly signed by the prospective service provider.

All tender documents must be delivered on time, clearly marked and logged in the tender box as follows: Travel Management Services, at Block G, Ground Floor, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria.

**Enquiries may be addressed to: e-mail [Mpnkosi@economic.gov.za](mailto:Mpnkosi@economic.gov.za) This e-mail address**

is being protected from spambots. You need JavaScript enabled to view it  
and Tel: (012) 394-3578 , alternatively, Gregory Sambo,  
[gsambo@economic.gov.za](mailto:gsambo@economic.gov.za)  
and Tel: (012) 394 5609.