



mictseta

South African Skills Development Authority
100% QUALITY ASSURED

Accelerating quality skills towards an information savvy society

REQUEST FOR BIDS - TRAVEL AND ACCOMODATION MANAGEMENT SERVICES

Bid Number: MICT02/2014

MICT SETA invites all suitable qualified capable service provider to submit proposals for the travel and accomodation management services

Bid No.	Description	Terms of Reference Documents Availability	Evaluation Criteria	Closing Date
MICT 02/2014	Travel and Accomodation Management Services for period of three (3) years (subject to MICT Seta license renewal)	Bid documents will be available from MICT SETA's website (www.mict.org.za) from 30 May 2014 and can be collected at the address below	90/10 preference point scoring system will be applicable in terms of PPPFA	24th June at 11:00am

COLLECTION OF BID DOCUMENTS

Electronic copies of the tender documents will be made available on the website (www.mict.org.za) under procurement from 30 May 2014, and a valid proof of payment is required to be submitted with tender documents

OR

bids documents can be collected at the same adress as the submission. Bidders will be required to show their deposit slip upon collection of the bid document and sign the collection register. A non-refundable tender fee of R300 is payable either by bank deposit or Electronic Fund Tranfer. Banking details are:

Bank Name: First National Bank

Account Name: MICT SETA (Please quote ref - MICT02/2014 & your company name)

Account Number: 62016264260

Branch code: 250655

BID DOCUMENTS ARE NOT TRANSFERABLE.

CLOSING DATE

The bid closes on **24 June at 11H00.**

Bid submission: THREE (3) copies technical proposal and ONE (1) copy of Financial proposal in the following format One (1) original and two (2) copies of technical proposal & one (1) original copy of financial proposal. Upon submission of bids, bidders will be required to sign bid submission register at the reception

Bidder's Name, Bid Reference Number and Bid Description, and deposited in the box situated at the MICT SETA, Head Office, Midrand: Block 2, Level 3 West, Gallagher Convention Centre Gallagher Estate, 19 Richards Drive, Halfway House, MIDRAND, 1685

Tel: 011 207 2600, Fax: 011 805 6833

Supply Chain Management: Cedric Kenana Tel: 011 207 2637 / Larna Harris Tel: 011 207 2646

LATE SUBMISSIONS WILL NOT BE ACCEPTED. MICT SETA reserves the right to withdraw, cancel or not award any tender issued.

Tel: 011 207 2600

Fax: 011 805 6833

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www.mict.org.za