

REQUEST FOR PROPOSAL

International Trade Administration Commission of South Africa (ITAC) hereby invites interested service providers to submit proposal for the following bid:

Bid No	Description of Service	Closing Date	Doc Cost	Evaluation Criteria
RFP:ITAC 01-19/20	Appointment of a Travel Management Company: To Provide Travel Management Services to International Trade Administration Commission of SA	28 June 2019 @ 11:00am	R200 non-refundable fee.	Stage 1 – Screening Stage 2 – Functionality Stage 3 - Price and BBEE (80/20)

All submissions must be in a sealed envelope, clearly marked with the tender number and description of tender, and deposited in a tender box on or before the closing date and time of the tender.

ITAC reserves the right to accept or reject any proposals and may withdraw the bid without furnishing reasons. ITAC does not bind itself to accept the lowest bid. Faxed or emailed will not be accepted and will automatically be disqualified by ITAC. ITAC cannot be held liable for any lost or late delivered bids.

Hand Delivery Address:

The dti Campus
Block E, First Floor
77 Meintjies Street
Sunnyside, Pretoria

Question and queries with respect to the RFP (Request for Proposal) must be submitted in writing to:

General Enquiries: Ms Princess Mkhungo (pmkhungo@itac.org.za)
Tel: 012 394 3700

Technical Enquiries: Ms Sanelisiwe Mavundla (smavundla@itac.org.za)
Tel: 012 394 5010