



PART A: MBD1
GREATER TZANEEN MUNICIPALITY
GROTER TZANEEN MUNISIPALITEIT

SUPPLY CHAIN MANAGEMENT UNIT
DEPARTMENT: CORPORATE SERVICES

QUOTE DESCRIPTION: PROCUREMENT OF ACCOMMODATION AND CONFERENCE
PACKAGE FOR THE MPAC WORKING SESSION ON THE
2024 / 2025 DRAFT ANNUAL REPORT

QUOTE NO: SCMUQ 05 /2026

Quotations are hereby invited from interested service provider for the Procurement of Accommodation and Conference package for the MPAC working session on the 2024 / 2025 draft annual report. Documents are obtainable at Greater Tzaneen Municipality Supply Chain Management Offices and municipal website.

Interested bidders must attach proof of the following documents to avoid disqualification: Latest CSD report (not older than 3 months), certified copies of ID's for all directors of the company, statement of municipal rates and taxes for both company and directors appearing in the CK (not older than 3 months / copy of Lease Agreement with 3 Months proof of payment only (No statements), certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction / letter from traditional authority not older than 3 months for the company and the directors, valid tax pin or tax clearance, Outside the Jurisdiction of Tzaneen and signed joint venture agreements in case of a joint venture companies.

Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Greater Tzaneen Municipality bid box, Civic Centre, Agatha Street, marked as Quote No: **SCMUQ 05/2026, postal address and contact details of the bidder.**

Document will be available at www.greatertzaneen.gov.za and Supply Chain Office from the date of advert.

Closing date: 11 February 2025 @ 12:00 at Greater Tzaneen Municipality; Civic Centre; Council Chamber.

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Bidders shall take note of the following bid conditions:

Greater Tzaneen Municipality Supply Chain Management Policy will apply on this bid.

- a) Specific goals points scored.
- b) Council reserves the right not to appoint.
- c) No bidder will be appointed if not registered on Central Supplier Database.
- d) Contract period of this quote is – once off procurement.
- e) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.

Technical enquiries should be directed to Ms MM. Sekopane @ 015 307 8146

Administrative enquiries must be directed to Ms. N. Mogofe @ 015 307 8086