



UNIVERSITY OF  
**KWAZULU-NATAL** <sup>TM</sup>

INYUVESI  
**YAKWAZULU-NATALI**

## INVITATION TO BID

This is a formal invitation to South African travel management organisations who are registered with the International Air Transport Association (IATA), and the Association of South African Travel Agents (ASATA), to submit comprehensive bids for providing travel management services to the University of KwaZulu-Natal (UKZN) for an initial period of five (5) years which may be renewed for another five (5) years at UKZN's discretion.

<b>Bid Number</b>	RFB UKZN 05/24
<b>Bid Description</b>	PROVISION OF TRAVEL MANAGEMENT SERVICES AND SOLUTIONS.
<b>Bid Document Fee</b>	R1 150.00 (non-refundable)
<b>Price and BBBEE</b>	80/20
<b>Non-compulsory briefing session</b>	28 August 2024 from 08:30 to 10:00 via Zoom. The login details are set out on the bid document.
<b>Bid closing date</b>	20 September 2024 at 23h59

**Instructions for purchasing bid documents:** Bid documents, which are available in English only, can be purchased on the PURCO SA website from **09h00 on 19 August 2024 until 23:59 on 27 August 2024**.

**To purchase and download the bid document, the steps below should be followed:**

1. Visit [www.purcosa.co.za](http://www.purcosa.co.za)
2. If you have not yet registered your Company on the PURCO SA website, do so now.
3. Click on required RFP in the block provided for Tenders and RFP's.
4. Click on the pay now button.
5. The system will make documentation available for downloading, immediately after payment is concluded.

**Enquiries relating to purchase of bid documents should be directed to:**  
Ms. Pozisa Makonco, on e-mail address: [Pozisa.makonco@purcosa.co.za](mailto:Pozisa.makonco@purcosa.co.za)