

## INVITATION TO TENDER SMU/005/2018 PROVISION OF TRAVEL MANAGEMENT SERVICES

**Closing date: 29 May 2018**

PURCO SA invites all interested parties to submit tender proposals for the appointment of a suitable, competent and qualified Travel Management Service Provider for SMU. The Service Provider shall make all domestic and international travel arrangements for SMU staff, and its affiliates.

Tender documents can be purchased at a non-refundable fee of R1150.00 (VAT included) on the PURCO SA website.

In order to download the tender document, the steps below should be followed:

- Visit [www.purcosa.co.za](http://www.purcosa.co.za).
- Register as a supplier under the verification of combined family income category and create a user account.
- Click on required RFP in the block provided for Tenders and RFP's.
- Click on the pay now button.
- System will make documentation available for downloading, immediately after payment was concluded.

### RFP Schedule

Date	Action
29 April 2018	Document Availability
29 May 2018	Submission of Proposal by 12H00

All tender proposals must be submitted in a sealed envelope bearing the tender number, tender description and closing date, in hard copy and on a Memory Stick. The sealed envelope must be placed in the tender box at the address detailed below:

**PURCO SA Offices, Rosen Office Park, 8 Invicta Road, Erand Gardens X49, Midrand, 1682.**

**Only Tender Documents received by due date will be considered! No exceptions will be made for late submissions.**

For enquiries please contact Ms Tshepo Makgato at email address [tshepo.makgato@purcosa.co.za](mailto:tshepo.makgato@purcosa.co.za) or, alternatively call 011 545 0962.