



INVITATION TO BID

PSiRA invites suitable service providers to submit bids for the following services:

Bid No.	Description	Compulsory Briefing Session	Points Preference System	Bid Document Fee	Closing Date
RFB/2017/PSIRA/11	Provision of Travel Management Services for PSiRA Offices for a period of 36 Months	08 November 2017 at 11h00 am PSiRA Head Office – Highveld	80/20	free	30 November 2017 at 11h00

Collection of Document

Bid documents will be made available from PSiRA Website and National Treasury: Office of Chief Procurement Officer-[e-Tender website](#).

Submission of Bids:

Sealed and clearly marked bids (indicating the Bid Reference No. i.e. RFB/2017/PSIRA/01) must be deposited in the PSiRA Head Office tender time box located at the following address before the closing date: 420 Witch Hazel Avenue, Eco Glades, Block B2, Eco Park, Centurion, Pretoria

Opening of bids:

Received bids will be opened in public on the closing date at 11h30.

Please Note:

Bids should be submitted at the correct address, before or on the closing date and time. No late bids will be accepted under any circumstances. Only original bid documents will be accepted. No e-mailed or posted copies will be accepted. Bidders may make use of courier services and have to confirm bid acknowledgement with SCM office.

Minimum Requirements:

All compulsory forms contained in the bid documentation must be completed and signed in full. CSD (Central Supplier Database) must be attached; certified copies of Company Registration Certificate reflecting names and identity numbers of active shareholding must be attached. Failure to comply with the above mentioned conditions may invalidate your bid.

Enquiries: bids@psira.co.za OR Supply Chain Management Office at 012 003 0521 or 012 003 0519/0509



PSiRA is not obliged to accept the lowest or any bid thereof, and reserves the right to withdraw this bid.