



The Local Government Sector Education and Training Authority (LGSETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998. The Mandate of the LGSETA is to facilitate skills development for the local government sector, through developing a sector skills plan, and implementing learning programmes in support thereof. The vision of the LGSETA is to be the foremost SETA, producing an extraordinarily skilled and capable local government sector.

The LGSETA hereby extends an invitation to experienced service providers to respond to the following requests:

No	Description	RFP No	Evaluation Criteria	Non-refundable Fee
1.	Appointment of service provider that will provide comprehensive Travel Management Services for LGSETA for a period of two years ending 31 March 2018. The performance of the service provider will be assessed at the end of the 1st year and if satisfactory, the contract will be allowed to run for the 2nd year of the contract	LGSETA/ TRAVEL SERVICES/ 2016/05	90/10: 90 Points for Price and 10 Points for B-BBEE Level	R500.00
2.	Appointment of service provider that will provide Courier Services for LGSETA for a period of two years ending 31 March 2018. The performance of the service provider will be assessed at the end of the 1st year and if satisfactory, the contract will be allowed to run for the 2nd year of the contract	LGSETA/ COURIER SERVICES/ 2016/06	80/20: 80 Points for Price and 20 Points for B-BBEE Level	R500.00

**Collection of bid documents:** Bid documents will be made available from 8 February 2016, weekdays only from 08:00 until 16:00, subject to valid proof of payment. A non-refundable tender document fee of R500 for each tender document is payable by bank deposit and/or EFT. Banking details are as follows: ABSA Bank; Branch Code: 632005; Account Number: 0100159031; Account Name: Local Government Sector Education Training Authority (please quote the relevant tender reference number and your Company Name).

**NB:** Bid documents are not transferable. Hard copies of the bid documents can be collected at the LGSETA Head Office located at the 1st Floor, 47 Van Buuren Road, Bedfordview 2007 (also subject to valid proof of payment). Please quote the tender reference number in all correspondence. Correspondence without a reference number will not be attended to.

LGSETA reserves the right to withdraw, cancel or not to award any bid issued. LGSETA will only accept DTI criteria as proof of B-BBEE status.

The bidder will also be expected to meet a minimum of 70 points in functionality criteria in order to qualify for the next evaluation phase.

**For more information, contact the Supply Chain Office at [procurement@lgseta.org.za](mailto:procurement@lgseta.org.za) by no later than 19 February 2016 at 16:00. All queries received will be compiled into one document and an e-mail response will be sent to all bidders who collected the bid documents.**

**Closing date and time:** 29 February 2016 at 12:00

**Proposals must be delivered to the following address (and the submission register must be signed): The Supply Chain Office, 1<sup>st</sup> Floor, 47 Van Buuren Road, Bedfordview 2007. Bids received by e-mail, facsimile or similar medium will not be considered.**

**Note:** No late submission will be accepted.