

INVITATION TO SUBMIT PROPOSAL

Tender Number: **FIN/TRAVEL-SERVICES/11/2019**
Telephone: 021 481 3889

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Sir/Madam

Iziko Museums of South Africa (Iziko) invites suitably qualified and experienced travel management companies (TMC) to make travel, logistical arrangements as required for Iziko staff members and external parties associated with the museum, travelling across South Africa and beyond for a period of three years (36 months).

Closing Date & Time to submit tenders: **10 December 2019 at 12:00**


Non-Compulsory Briefing Session: **15 November 2019 at 11h00** at the Iziko Museums of South Africa, 25 Queen Victoria Street, Cape Town

1. The conditions in the tender request as well as any other conditions accompanying this request are applicable.
2. Tender documentation can be downloaded from Iziko's website - <http://www.iziko.org.za/about/tenders>
3. All documents accompanying this proposal invitation must please be completed in detail where applicable and returned with the proposal.

NB: Proposals must be submitted on or before the closing date and time as indicated above in a separate, sealed envelope on which the **name and address of the company submitting the tender, the reference number and the closing date** must be clearly endorsed. The tender must be addressed to **Ms. Ronell Pedro, Chief Financial Officer, Iziko Museums of South Africa, 25 Queen Victoria Street, Cape Town, 8001 or posted to P.O. Box 61, Cape Town, 8000.**

All courier/posted tender proposals must reach Iziko Museums by the closing date and time as specified above.

Yours Faithfully

Signature: 
Ms. R Omar
Chief Executive Officer

Date: 7 November 2019