

The Ports Regulator was established under the provisions of the National Ports Act, 2005. Its vision is to be regarded nationally and internationally as a world-class institution which sets the standards for economic regulation in maritime ports.

Request for Proposals

Procurement of Travel Management Services for the PRSA

Bid Number: PRSA 001 - 2014: PROCUREMENT - 001

Prospective service providers are invited to submit bids to provide travel management services to the Ports Regulator of South Africa. The services to be provided include: • Comprehensive travel arrangements and bookings for both domestic and international travel on behalf of the Ports Regulator of South Africa, including accommodation, flights, car hire and shuttle services • Processing and administration of documents, including passports, visas, international driver's licences, as well as travel insurance • Providing monthly Travel Management Reports • Reconciling invoices with Ports Regulator requisitions • Effecting payment to service providers • Negotiating favourable deals and rates for the Ports Regulator of South Africa • Efficient and effective response times to travel requests • Making all travel arrangements in line with the policies of the Regulator as well as ensure that all bookings are processed against properly completed travel booking forms (VA26) as authorised by the Ports Regulator of South Africa • 24-hour service line.

Bid documents may be sourced by e-mailing atiyahb@portsregulator.org

The Ports Regulator of South Africa is committed to the provisions of the Preferential Procurement Policy Framework Act, 5 of 2000, the Public Finance Management Act, 1 of 1999, the Broad-based Black Economic Empowerment Act, 53 of 2003, and the Promotion of Access to Information Act, 2 of 2000.

Proposals must be delivered to the offices of the Ports Regulator of South Africa by no later than 28 March 2014, for the attention of the Supply Chain Management division.

Enquiries can be directed to Ms Atiyah Bhabha at e-mail: atiyahb@portsregulator.org

www.portsregulator.org

