



a world class African city



## **TENDERING PROCEDURES**

**Tender Notice and Invitation to Tender**

**RFP NUMBER: JDAMARKT/HOSPITALITY/11/2025**

**RFP DESCRIPTION: RFP – PANEL APPOINTMENT - SUPPLY AND DELIVERY FOR – HOSPITALITY, CONFERCING, CATERING, FLIGHT BOOKINGS AND ACCOMODATION SERVICES FOR THE JDA FOR 36 MONTHS ON AN AS-AND-WHEN-REQUIRED BASIS.**

The Johannesburg Development Agency is requesting proposals from qualified and experienced service providers to bid and form part of a panel for the supply and delivery of hospitality, conferencing, flight bookings and accommodation services for the JDA for 36 months on an as-and-when-required basis.

Documents can be downloaded from the **JDA website: [www.jda.org.za](http://www.jda.org.za)** and **e-Tenders portal [www.etenders.gov.za](http://www.etenders.gov.za)** from the **01 December 2025** must only be submitted on the tender documents that are downloaded from the stipulated websites only. **The retyping of the tender document is not permitted.**

Queries relating to the issue of these documents and procurement related issued may be addressed to **Mr. Siyambonga Gcobo** on e-mail: **[sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)** or **telephone no. 011 – 688 7851.**

Technical queries or queries relating to the project may be addressed to **Mr. Kenneth Nxumalo** on e-mail: **[knxumalo@jda.org.za](mailto:knxumalo@jda.org.za)** or **telephone no. 011 – 688 7824.**

**A Compulsory Clarification Meeting** with representatives of the Employer will take place at the Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000 on **05 December 2025, starting at 10H00am –11H00am.**

**The closing time for receipt of tenders is 12:00 on 20 January 2026 and must be submitted at the Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory. Late, Telegraphic, telephonic, telex, facsimile, e- mail and late tenders will not be accepted.**

**Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.**

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with successful tenderer.

**“WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO  
REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-  
FRAUD HOTLINE NUMBER: 0800 002 587”**