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Ref 14/3/R

PROVINCIAL TREASURY CIRCULAR NO. 47 OF 2026

TO:

DIRECTOR-GENERAL: OFFICE OF THE PREMIER OF MPUMALANGA

HEADS OF DEPARTMENTS

CEO OF THE PUBLIC ENTITIES

CFO OF DEPARTMENTS AND PUBLIC ENTITIES

THE CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT

THE CHIEF DIRECTORATE: ASSETS AND LIABILITIES MANAGEMENT

THE CHIEF DIRECTORATE: FINANCIAL GOVERNANCE

SUBJECT: EXTENSION OF TRANSVERSAL CONTRACT PERIOD FOR TRAVEL, ACCOMMODATION AND RELATED SERVICES – BID NO. MPPT002/22/03 ON A MONTH-TO-MONTH BASIS NOT EXCEEDING A PERIOD OF SIX MONTHS OR UNTIL THE NEW CONTRACT IS IN PLACE, WHICHEVER COMES FIRST.

1. PURPOSE

The purpose of this Circular is to formally inform all Provincial Departments and Public Entities of the approved extension of the transversal contract for the provision of Travel, Accommodation and Related Services.

2. BACKGROUND

The Mpumalanga Provincial Treasury awarded a transversal contract under Bid No. MPPT002/22/03 for a period of three (3) years commencing on 01 June 2023 and ending on 31 May 2026.

The contract was established to:

- Ensure standardisation of travel procurement across government;
- Promote compliance with National Treasury cost containment measures; and
- Achieve effective, efficient and economical utilisation of public resources.

The contract is due to expire on 31 May 2026.

3. LEGAL AND CONTRACTUAL BASIS

The extension is effected in terms of:

- Clause 4.2 of the Service Level Agreement (SLA), which permits extension not exceeding six (6) months;
- Clause 18.1 of the General Conditions of Contract (GCC), requiring written amendments; and
- Section 38(1)(a)(iii) of the Public Finance Management Act, 1999 (Act No. 1 of 1999), which requires efficient and economical use of resources.

4. EXTENSION PERIOD

The contract is hereby extended on a month to month basis not exceeding a period of six months or until the new contract is in place, whichever comes first.

START DATE: 01 JUNE 2026

5. APPOINTED SERVICE PROVIDERS

The following Travel Management Companies remain appointed during the extension period:

- Big Sky Travel & Tours (Pty) Ltd
- City of Choice Travel & Tours (Pty) Ltd
- Dana Agency (Pty) Ltd
- Let's Cruize Travel
- Vakasha Travel
- ZAPG Travel & Tours (Pty) Ltd

6. INSTRUCTIONS TO DEPARTMENTS AND PUBLIC ENTITIES

All participating Departments and Public Entities are hereby instructed to:

- 6.1 Continue utilising only the above-mentioned appointed service providers;
- 6.2 Ensure that all travel procurement is conducted strictly within the transversal contract;
- 6.3 Ensure full compliance with all provisions of the Service Level Agreement (SLA), General Conditions of Contract (GCC), and applicable National Treasury Instructions;
- 6.4 Ensure that all valid invoices for services rendered during the contract period are processed and paid before the expiry of the extended contract period, in line with contractual obligations;
- 6.5 Ensure that all pricing schedules is the same as the last agreed schedule.

7. COMPLIANCE

Failure to comply with this Circular may result in:

- Irregular expenditure;

8. IMPLEMENTATION

Accounting Officers / Authorities and Chief Financial Officers are requested to ensure that this Circular is disseminated to all officials responsible for travel arrangements and financial processing within their respective institutions.



MS. GUGU MASHITENG
HEAD OF DEPARTMENT
DATE: 27-05-2026