



Sub-Directorate: SCM Management

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Date:	30 June 2025	File:	
To:	All officials	Enquiries:	Ms Z Ndlovu
Subject: Travel and Accommodation Bookings - Service Provider Transition			

**1. Purpose**

SCM hereby notify all Department of Agriculture, Environment and Rural Development ( DAERL) officials of the important updates regarding travel and accommodation arrangements from the 1<sup>st</sup> of July 2025.

**2. Background**

Please be advised that the Travel and Accommodation contract awarded to **Zilko Travel Tours** in 2021 has officially come to an end today. The Supply Chain Management (SCM) Unit will communicate the details of the newly appointed service provider once the formal appointment process has been concluded.

**3. Immediate Action Required**

All officials are requested to ensure timely booking of travel and accommodation arrangements. In order to facilitate the procurement process, it is recommended that the requesting directorate provide one quotation as a baseline reference enabling the Supply Chain Management (SCM) unit to obtain additional two quotations in accordance with procurement processes.

We appreciate your cooperation and understanding during this transition period.

Kind Regards

Zanele Ndlovu

Acting SCM Director

