

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)					
BID NUMBER:	LDE/B02/2024/25	CLOSING DATE:	04/06/2024	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL MANAGEMENT SERVICES TO LIMPOPO DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE (03) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
113 BICCARD STREET					
POLOKWANE					
0699					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MR MOELA SIMON		CONTACT PERSON	Magoai TM	
TELEPHONE NUMBER	015 290 7988/ 071 480 4878		TELEPHONE NUMBER	0152907605	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	MoelaSK@edu.limpopo.gov.za		E-MAIL ADDRESS	MagoaiTM@edu.limpopo.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

2

SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: LDE/B02/2024/25
Closing Time 11H00	Closing date: 04/06/2024

OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY

**** (ALL APPLICABLE TAXES INCLUDED)**

- Required by: Limpopo Department of Education

- At:

113 BICCARD STREET; POLOKWANE

- Brand and model

- Country of origin

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)

- Period required for delivery

firm *Delivery: Firm/not

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

*Delete if not applicable

3

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

4

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF

PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The applicable preference point system for this tender is the 90/10 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

6

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

7

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Black people	2	
Youth	2	
Women	4	
Person with disability	1	
Small, Medium and Macro Enterprises (SMME's)	1	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium

8

- ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

	 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

9

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

- obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
2. Application
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
3. General
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. Standards
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of contract documents and information; inspection.
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. Patent rights
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

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| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping
and countervailing
duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

LDE/B02/2024/25

TERMS OF REFERENCE (TOR)

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL
MANAGEMENT SERVICES TO LIMPOPO DEPARTMENT OF
EDUCATION FOR A PERIOD OF THREE (03) YEARS.**

25

1. DEFINITIONS

Unless the context indicates otherwise, the following terms used in this bid shall have the following meaning:

DEFINITIONS	
Acceptable Bid	any bid, which, in all respects, complies with the specifications and conditions of the Request for Bid as set out in this document.
Administrative Requirements	These are inherent requirements of the bid, therefore failure to comply or satisfy any of the requirements shall result in the invalidation of the Bid during administrative compliance stage.
Bid	a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services or goods.
Bidder Agent	any person mandated by a prime Bidder or consortium/joint venture to do business for and on behalf of, or to represent in a business transaction, the prime Bidder and thereby acquire rights for the prime Bidder or consortium/joint venture against Department of Education or an organ of state and incur obligations binding the prime Bidder or consortium/joint venture in favour of the Department.
Bidders	any enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person, legal or natural, which has been invited by the Department of Education to submit a bid in response to this bid invitation.
Client	Government departments, provincial and local administrations that participate in Department of Education procurement processes.
Comparative Price	the price after deduction or addition of non-firm price factors, unconditional discounts, etc.
Consortium	several entities joining forces as an umbrella entity to gain a strategic collaborative advantage by combining their expertise, capital, efforts, skills and knowledge for the purpose of executing this bid.
Department	the Limpopo Department of Education (LDoE)
Disability	Means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
Firm Price	the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has influence on the price of any supplies or the rendering cost of any service, for the execution of a contract.
Functionality	the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender document
Goods	any work, equipment, machinery, tools, materials, or anything of whatever nature to be rendered to Department of Education's delegate by the successful Bidder in terms of this bid.
Internal Collaboration	collaborative arrangements within a group of companies or within various strategic business units/subsidiaries/operating divisions to gain a strategic position whilst sharing resources, profits, and losses as well as risks.
Joint Ownership	(also known as equity JVs) the establishment by two parent companies of a child company for a specific task within which both parent companies invest in order to overcome the limited capabilities vested within them in order that they can both benefit from the combined investment.
Joint Venture	two or more businesses joining together under a contractual agreement to conduct a specific business enterprise with both parties sharing profit and losses.
Licences	conditional use of another party's intellectual property rights.

26

Limpopo Department of Education	Head Office, District Offices, Circuit offices, Schools, ECD's and Continuous Professional Development Centres (CPDC)
Management	In relation to an enterprise or business, an activity inclusive of control, and performed daily, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
Non-firm Price(s)	all price(s) other than firm price(s).
Organ of State	a constitutional institution defined in the Public Finance Management Act, Act 1 of 1999.
Person(s)	Refers to a natural and/or juristic person(s).
Prime Bidder	any person (natural or juristic) who forwards an acceptable proposal in response to this Request for Bid (RFB) with the intention of being the main contractor should the proposal be awarded to him/her.
Rand Value	the total estimated value of a contract in Rand denomination, which is calculated at the time of proposal invitations and includes all applicable taxes and excise duties.
SMME	Small, Medium, Micro-Enterprise as defined in the National Small Business Act, 1996 (Act No. 102 of 1996).
Successful Bidder	the organization or person with whom the order is placed or who is contracted to execute the work as detailed in the bid.
Trust	the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
Trustee	any person, including the founder of a trust, to whom property is bequeathed for such property to be administered for the benefit of another person.
Accommodation	Means the rental of lodging facilities while away from one's place of abode, but on authorised official duty.
After- hour service	Refers to an enquiry or travel request that is actioned after normal working hours, i.e. 17h00 to 8h00 on Mondays to Fridays and twenty-four (24) hours on weekends and public holidays.
Air travel	Means travel by airline on authorised official business.
Authorising official	Means the employee who has been delegated to authorise travel in respect of a travel request and expenses, e.g. line manager of the traveller.
Car Rental	Means the rental of a vehicle for a short of period by a Traveller for official purposes.
Department	Means the organ of state, Department or public entity that requires the provision of travel management services.
Domestic travel	Means travel within the borders of the Republic of South Africa.
Emergency services	Means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from the original authorised trip.
International travel	Refers to travel outside the borders of the Republic of South Africa.
Management fee	Is the fixed negotiated fee payable to the Travel Management Company (TMC) in monthly instalments for the delivery of travel management services, excluding any indirect service fee not included in the management fee structure (visa, refund, frequent flyer tickets etc).
Merchant fee	Are fees charged by the lodge card company at the point of sale for bill back charges for ground arrangements.
Quality Management System	Means a collection of business processes focused on consistently meeting customer requirements and enhancing their satisfaction. It is expressed as the organization structure, policies, procedures, processes, and resources needed to implement quality management.
Regional travel	Means travel across the border of South Africa to any of the SADC countries, namely, Angola, Botswana, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, and Zimbabwe.
Services Level Agreement (SLA)	Is a contract between the TMC and Government that defines the level of services expected from the TMC.

27

General Conditions of Contract (GCC)	The General Conditions of Contract will form part of all bid documents and may not be amended
Special Conditions of Contract	Means terms and conditions that sets out the rights and obligations of the parties that are peculiar to a specific contract.
Shuttle services	Means the service offered to transfer a traveller from one point to another, for example from place of work to the airport.
Third party fees	Are fees payable to third party service provider/s that provides travel related services on an ad hoc basis that is not directly provided by the TMC. These fees include visa fees and courier fees.
Transaction fees	Means the fixed negotiated fee charged for each specific service type e.g. international air ticket, charged per type per transaction per traveller.
Traveller	Refers to a government official, consultant or contractor travelling on official business on behalf of Government.
Travel Authorisation	Is the official form utilised by Government reflecting the detail and order number of the trip that is approved by the relevant authorising official.
Travel Booker	Is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the traveller, e.g. the personal assistant of the traveller.
Travel Management Company OR TMC	Refers to the Company contracted to provide travel management services (Travel Agents).
Travel Voucher	Means a document issued by the Travel Management Company to Confirm the reservation and/ or Payment of Specific travel arrangements.
Value Added Services	Are services that enhance or complement the general travel management services e.g. Rules and procedures of the airports.
VAT	Means Value Added Tax.
VIP or Executive Services	Means the specialised and personalised travel management services to a selected employees of Government by a dedicated consultant to ensure a seamless travel experience.

1. PURPOSE

- 1.1. The purpose of this Request for Bids (RFB) is to solicit bids from potential bidder(s) for the provision of travel management services to *Limpopo Department of Education*. This RFB document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by *Limpopo Department of Education* for the provision of travel management services (TMS) to *Limpopo Department of Education*.

2. INTRODUCTION

- 2.1. The Department is committed to provide quality education and innovative education programmes for learners across all grades through excellence, professionalism, innovation, and integrity.
- 2.2. To achieve the above, the Department, amongst others requires Travel Management Services that include Accommodation & Meals, Air transport, Car rentals, Road transport and Conference Facilities.
- 2.3. The Limpopo Department of Education currently uses best advantage (quotations) to manage the travel management services.

3. SCOPE OF WORK

The following will constitute the scope of work to be provided by the appointed service provider/s/provider/s.

- 3.1. The Limpopo Department of Education primary objective in issuing this RFB is to enter into agreement with a successful bidder(s) who will achieve the following:

28

- 3.1.1 Provide Limpopo Department of Education with the travel management services that are consistent and reliable and will maintain a high level of traveler's satisfaction in line with the service levels.
- 3.1.2 Achieve significant cost savings for Limpopo Department of Education without any degradation in the services.
- 3.1.3 Appropriately contain risks of both Limpopo Department of Education and the traveler.
- 3.1.4 Familiarization with current Limpopo Department of Education travel's business processes.
- 3.1.5 Familiarization with current Limpopo Department of Education Travel Policy and implementation of controls to ensure compliance.

3.2. Travel Volumes

The current expenditure per annum includes air travel, accommodation, car hire, conference, etc. The table below details the number of transactions for the FY 2023/2024 as follows:

Service Category	Estimated Expenditure per annum (2023/2024 FY) R'000
Accommodation	R 84 825 000.00
Air Transport	R 2 063 000.00
Car Rental	R 1 020 000.00
Venues and Facilities	R 27 942 000.00
Foreign Air Transport	R100 000.00
Foreign Dailly Allowances	R4 858.22
Food and Beverages	R 274 000.00
Foreign Car Rental	R3 875.00
Foreign Accommodation	R80 000.00
GRAND TOTAL	R 116 312 733.22

4. SERVICE REQUIREMENTS

- 4.1. The Service Provider/s will be required to provide travel management services. Deliverables under this section include without limitation, the following:
 - 4.1.1 The travel services will be provided to all travelers travelling on behalf of Limpopo Department of Education, locally and internationally. This will include all officials, executive authority, service partners and stakeholders where the agreement is that Limpopo Department of Education is responsible for the arrangement and cost of travel.
 - 4.1.2 Provide travel management services during normal office hours (Monday to Friday 8h00 – 17h00) and provide after hours and emergency services from 17h00 to 8h00 and twenty-four (24) hours on weekends and public holidays.
 - 4.1.3 Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the TMC's account, subject to the outcome of a formal dispute process.
 - 4.1.4 Manage the third-party service provider/s by addressing service failures and complaints against these service provider/s.

29

5. RESERVATIONS

5.1. The Service Provider/s will:

- 5.1.1 receive travel requests from travelers and/or travel bookers, respond with quotations (confirmations) and availability. Upon receipt of the relevant approval, the travel agent will issue the required e-tickets and vouchers immediately and send it to the travel Booker and traveler via the agreed communication medium.
- 5.1.2 always endeavor to make the most cost-effective travel arrangements based on the request from the traveler and/or travel Booker.
- 5.1.3 Appraise themselves of all travel requirements for destinations to which travelers will be travelling and advise the traveler of alternative plans that are more cost effective and more convenient where necessary.
- 5.1.4 obtain a minimum of three (3) price comparisons for all travel requests where the routing or destination permits.
- 5.1.5 book the negotiated discounted fares and rates where possible.
- 5.1.6 must keep abreast of carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in flight schedules prior to or during the traveler's official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.
- 5.1.7 respond timely and process all queries, requests, changes, and cancellations timeously and accurately.
- 5.1.8 must be able to facilitate group bookings (e.g., for meetings, conferences, bus)
- 5.1.9 must issue all necessary travel documents, itineraries, and vouchers timeously to traveler(s) prior to departure dates and times.
- 5.1.10 advise the traveler of all visa and inoculation requirements well in advance.
- 5.1.11 Arrange travel insurance for international trips where required.
- 5.1.12 facilitate any reservations that are not bookable on the Global Distribution System (GDS).
- 5.1.13 facilitates the bookings that are generated through their own or third-party Online Booking Tool (OBT) where it can be implemented.
- 5.1.14 All Travel Management cases include domestic, regional, and international travel bookings.
- 5.1.15 visa applications will not be the responsibility of the Service Provider/s; however, the relevant information must be supplied to the traveler (s) where visas will be required.
- 5.1.16 ensure confidentiality in respect of all travel arrangements concerning all persons requested by the Limpopo Department of Education.
- 5.1.17 submission of proof that services have been satisfactorily delivered (invoices) as per Limpopo Department of Education instructions.

6. AIR TRAVEL

- 6.1. The Service Provider/s must be able to book full-service carriers as well as low-cost carriers.
- 6.2. The Service Provider/s will book the most cost-effective airfares possible for domestic travel.
- 6.3. For international flights, the airline which provides the most cost-effective and practical routings may be used.
- 6.4. The Service Provider/s should obtain three (3) or more price comparisons where applicable to present the most cost-effective and practical routing to the traveler.
- 6.5. The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the traveler (if applicable).
- 6.6. Airline tickets must be delivered electronically (SMS and/or email format) to the traveler(s) and travel bookers promptly after booking before the departure times.

30

- 6.7. The Service Provider/s shall be responsible for the tracking and management of unused e-tickets as per the agreement with the institution and provide a report on refund management once a quarter.
- 6.8. The Service Provider/s must during their report period provide proof that bookings were made against the discounted rates on the published fares where applicable.
- 6.9. Ensure that travelers are always informed of any travel news regarding airlines (like baggage policies, check-in arrangements)
- 6.10. Assist with lounge access when required.

7. ACCOMMODATION AND CONFERENCE PACKAGE

- 7.1. The Service Provider/s will obtain price comparisons within the maximum allowable rate matrix as per the Instruction Notes of the National /Provincial Treasury.
- 7.2. The Service Provider/s will obtain three price comparisons from accommodation and conference establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveler. This includes planning, booking, confirming, and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) as per applicable National /Limpopo Provincial Treasury Instruction Note at the time.
- 7.3. The service provider/s shall negotiate for better corporate deals with accommodation establishments and the Limpopo Department of Education travelers may only stay at accommodation establishments with negotiated corporate rates. Should there be no rate agreement in place in the destination, or should the contracted establishment be unable to accommodate the traveler, the Service Provider/s will source suitable accommodation bearing in mind the requirement of convenience for the traveler and confirmation with acceptable costs, or as stipulated in written directives issued from time to time by the National/Limpopo Provincial Treasury or Limpopo Department of Education. Accommodation and conference package vouchers must be issued to all Limpopo Department of Education travelers for accommodation and conference package bookings and must be invoiced to Limpopo Department of Education as per arrangement. Such invoices must be supported by a copy of the original hotel accommodation / conference package charges.
- 7.4. The Service Provider/s must during their report period provide proof, where applicable, that accommodation and conference package rates were booked within the allowable rates as per the Instruction Notes of the National / Limpopo Provincial Treasury.
- 7.5. Cancellation of accommodation/conference package bookings must be done promptly to guard against no-show and late cancellation fees.

8. CAR RENTAL AND SHUTTLE SERVICES

- 8.1. The Service Provider/s will book the approved category vehicle in accordance with the National Treasury instruction note with the appointed car rental service provider/s from the closest rental location (airport, hotel and venue).
- 8.2. The travel consultant should advise the traveler on the best time and location for collection and return considering the traveler's specific requirements.
- 8.3. The Service Provider/s must ensure that relevant information is shared with travelers regarding rental vehicles, like e-tolls, refueling, keys, rental agreements, damages and accidents.

31

- 8.4. For international travel the Service Provider/s may offer alternative ground transportation to the traveler that may include rail, buses and transfers.
- 8.5. The Service Provider/s will book transfers in line with the National Treasury Instruction Note. Transfers can also include bus and coach services.
- 8.6. The Service Provider/s should manage shuttle companies on behalf of the Limpopo Department of Education and ensure compliance with minimum standards. The Service Provider/s should provide a shuttle and utilize better rates with relevant shuttle companies.
- 8.7. The Service Provider/s must during their report period provide proof that negotiated rates were utilized where applicable.

9. AFTER HOURS AND EMERGENCY SERVICES

- 9.1. The Service Provider/s must provide a consultant or team of consultants to assist travelers with after-hours and emergency reservations and changes to travel plans.
- 9.2. After hours' services must be provided from Monday to Friday outside the official hours (17h00 to 8h00) and twenty-four (24) hours on weekends and Public Holidays.
- 9.3. A call center facility or after hours contact number should be available to all travelers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.
- 9.4. The Service Provider/s must have a standard operating procedure for managing after hours and emergency services.

10. COMMUNICATION

- 10.1. The Service Provider/s may be requested to conduct workshops and training sessions for Travel Bookers of Limpopo Department of Education.
- 10.2. All enquiries must be investigated, and prompt feedback be provided in accordance with the Service Level Agreement.
- 10.3. The Service Provider/s must ensure sound communication with all stakeholders. Link the business traveler, travel coordinator, travel management company in one smooth continuous workflow.

11. COST MANAGEMENT

- 11.1. The National/Limpopo Provincial Treasury cost containment initiative and the Limpopo Department of Education established a basis for a cost savings culture.
- 11.2. It is the obligation of the Service Provider/s Consultant to always advise on the most cost-effective option, and costs should be within the framework of the National Treasury's cost containment instructions.
- 11.3. The Service Provider/s plays a pivotal role in providing high quality travel-related services that are designed to strike a balance between effective cost management, flexibility, and traveler satisfaction.
- 11.4. The Service Provider/s should have in-depth knowledge of the relevant supplier(s)' products, to be able to provide the best option and alternatives that are in accordance with National Treasury practice note on cost containment measures to ensure that the traveler reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

32

12. QUARTERLY AND ANNUAL TRAVEL REVIEWS

- 12.1. Quarterly reviews are required to be presented by the Travel Management Company on all Limpopo Department of Education travel activity in the previous three-month period. These reviews are comprehensive and presented to Limpopo Department of Education Procurement and Finance teams as part of the performance management reviews based on the service standards.
- 12.2. The Travel Management Company should provide the Annual Travel Report on the Limpopo Department of Education travel activities for the year.

13. OFFICE MANAGEMENT

- 13.1. The Service Provider/s to ensure high quality service to be always delivered to the Limpopo Department of Education travelers. The Service Provider/s is required to provide Limpopo Department of Education with highly skilled and qualified human resources.

13.2. THE SERVICES WILL BE PROVIDED TO HEAD OFFICE AND 10 DISTRICTS AS LISTED BELOW

TABLE: LIST OF DISTRICTS AND HEAD OFFICE

NO	DISTRICT
1	Head Office
2	Capricorn North and South districts
3	Vhembe East and West districts
4	Mopani East and West districts
5	Sekhukhune East and South districts
6	Waterberg and Mogalakwena districts

14. KEY ASPECTS OF THE BID PROPOSAL AND INSTRUCTIONS

Bidders must take note of the following fundamental aspects before submission of their bid proposals:

- 14.1 The successful bidder will be bound by Government Procurement: Special Conditions of Contract (SCC), which will form part of the signed contract with the successful bidder. However, LDoE reserves the right to include or waive any condition in the signed contract.
- 14.2 The signed contract, which is inclusive of the GCC, SCC and Technical specification shall be signed within seven (7) days after the acceptance of award of the bid. SLA which is regarded as a performance agreement by the LDoE shall be negotiated with the end-user and signed off 30 days after signing of the contract with the Accounting Officer.
- 14.3 LDoE reserves the right to –
- 14.3.1 Negotiate the conditions, or
- 14.3.2 Automatically disqualify a bidder for not accepting these conditions
- 14.4 In the event that the bidder qualifies the proposal with own conditions and does not specifically withdraw such own conditions when requested upon to do so, LDoE shall disqualify the bidder.
- 14.5 Bidders must submit their bids on the stipulated closing date and time. Late bids will not be accepted.
- 14.6 In order to evaluate and adjudicate bid effectively, it is imperative that bidders submit responsive bids. To ensure a responsive bid it is imperative to comply with all conditions pertaining to terms of reference.
- 14.7 The bid document must be completed with indelible black ink and alterations/corrections must be signed (No correction fluid/eraser allowed).

33

- 14.8 Each bidder must attach all applicable documents in support of its bid in accordance with the requirements set out in this bid as well as any other relevant materials, photographs and/or attachments.
- 14.9 The department reserves the right to verify any information supplied by the bidder and should the information be found to be false or incorrect, the department will disqualify the bidder and may further exercise any of the remedies available to it.
- 14.10 Each bid, once submitted, constitutes a binding and irrevocable offer to provide the services on the terms set out in the bid, which offer cannot be amended after its date of submission except for arithmetic errors.
- 14.11 The department reserves the right to invite any bidder for a formal presentation during the evaluation. A bidder should be prepared to do so at a venue that is convenient to the LDoE. All costs involved in the presentation or demonstration shall be borne by the bidder.
- 14.12 The department may, for any reason and at any time during the selection process, request any bidder to supply further information and/or documentation.
- 14.13 Bid document and required supporting documents must be chronologically indexed with contents list.
- 14.14 BID AWARD AND CONTRACT CONDITIONS**
- 14.14.1. Bidders must submit their bid in line with the bid specification. Failure to comply shall invalidate the bid.
- 14.14.2. Bidders shall be notified about the decision of the Department by means of publication in the Provincial Tender Bulletin, Departmental website and E-tender portal.
- 14.15 THE BID ALLOCATION STRATEGY**
- The department reserves the right to award the bid to one or more service provider/s, wholly or in part or not to award in the following manner:
- 14.15.1. The bid shall be allocated based on scoring ranking of price and specific goals.
- 14.15.2. The lowest price of the bidder shall be utilized to pass the bids to acceptable bids in terms of price and specific goals ranking (on a sliding scale).
- 14.15.3. In the event a bidder is awarded and rejects the awards, the award shall be taken to the next bidder with the highest points after exhausting the allocation of all preferred bidders.

34

14.16 RISK MANAGEMENT ON PRICING AND AWARDING

- 14.16.1. The department shall conduct market research to determine if the preferred bidder did not underquote or overcharge their offer.
- 14.16.2. Overcharged prices by the preferred bidder shall be subjected to price negotiations or a price offer by the department (as a process to kickstart the negotiation).
- 14.16.3. Underquoted prices shall be subjected to price justification (the preferred bidder shall be required to justify their price, failing which it will render their bid unacceptable/disqualified).
- 14.16.4. All prices charged must be inclusive of business overheads, applicable taxes, and VAT. **NB: Successful bidders who are not registered for VAT at the time of bidding must register as required by law within 30 days after award.**
- 14.16.5. Bidders must quote for all items under this bid and those who do not quote for all items shall be unacceptable/disqualified.
- 14.16.6. **Arithmetic errors on the provided locked Excel pricing schedule will be rectified on the following basis:**
- 14.16.6.1. If there is a discrepancy between the unit price and the total price that is obtained by multiplying and/or adding the unit price and quantity, the unit price shall prevail. If the bidder does not accept the correction of errors, its bid shall be disqualified.
- 14.16.6.2. Bids that fail to conform to the conditions as set out under this pricing structure and schedule shall be disqualified.
- 14.16.6.3. Bidders to take note that the bid shall be valid for the period of 180 days and the validity period may be extended if necessary.

14.17 PRICE ADJUSTMENTS (CONSUMER PRICE INDEX)

Bidders must take note that prices shall be firm for the first twelve month of the contract, thereafter a CPI price adjustment shall be applicable annually if necessary.

14.18 DECLARATION OF COMPLIANCE TO SCC

THE BIDDER DECLARES TO ACCEPT ALL THE CONDITIONS AS OUTLINED IN THE SPECIAL CONDITIONS OF CONTRACT AS SPECIFIED ABOVE BY INDICATING WITH AN "X" IN THE "ACCEPT ALL" COLUMN.	ACCEPT ALL	DO NOT ACCEPT ALL

NOTE: FAILURE TO ACCEPT ALL THE SCC AS SPECIFIED IN THE ABOVE WILL RESULT IN DISQUALIFICATION OF YOUR BID.

Signature.....Name (in print)

Date.....

35

15. EVALUATION CRITERIA

This bid shall be evaluated in three (3) phases as follows:

Phase 1: Administrative Compliance

Phase 2: Evaluation on Functionality

Phase 3: Evaluation on Price and specific goals

PHASE 1:

15.1.ADMINISTRATIVE COMPLIANCE

The LDoE has prescribed minimum administrative requirements that must be met by all bidders, for the former to accept the bid for evaluation. In this regard administrative compliance will be carried out to determine whether the bidder's bid comply in this regard:

15.1.1. Where the bidder fails to comply fully with any of the administrative bidding requirements under this bid or the LDoE is for any reason unable to verify whether administrative bidding requirements are fully complied with, the LDoE reserves the right, either to:

15.1.1.1. Reject the bid in question and not evaluate it at all.

15.1.1.2. Give the bidder an opportunity to submit and/or supplement the information and/or documentation provided so as to achieve full compliance with the administrative bidding requirements, provided that such information/ documentation can be provided within the period that will be determined by the LDoE and such supplementary information/ documentation is only administrative and not substantive in nature. The evaluation team shall agree on the maximum timeframe to be granted to provide the information required.

15.1.1.3. Permit the bid to be evaluated, subject to the outstanding information and/or documentation being submitted prior to the award of the bid.

15.1.2. The LDoE may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice any bidder.

15.1.3. The waiver referred above must be documented and approved by HOD/Delegated Official.

15.1.4. Verification of experience and other critical documentation may be done.

15.1.5. Bidders shall take note of the following guidelines:

15.1.5.1. The below administrative bidding requirements shall be complied with and required documents must be attached before consideration for further evaluation. The bidder shall respond with "Comply", "Not Comply" or "Not Applicable" in the apportioned spaces. The "Not Applicable" answer shall only be considered where the response field has the wording "If Applicable".

36

TABLE 1: PHASE 1: ADMINISTRATIVE BIDDING REQUIREMENTS

FOL	ADMINISTRATIVE BIDDING REQUIREMENTS	BIDDER'S RESPONSE (Comply/ Not Comply / Not Applicable)
1.	Submission of the following standard bidding documents (fully completed and signed)	
(i)	SBD 1: Invitation to Bid,	
(ii)	SBD 3.1: Firm Prices	
(iii)	SBD 4: Bidders disclosure NB: All companies that are under the name of the director/s or shareholder or member or trustees must be declared under paragraph 2.3 of the SBD4, irrespective of whether they (companies) are used for bidding or not. Including Joint Venture/Consortium/Partnership	
(iv)	SBD 6.1: Preferential points claim form	
2.	Attachment of Central Supplier Database Registration Report (CSD). NB Bidders must attach a <u>FULL CSD REGISTRATION REPORT</u> not a summary report.	
3.	In case of Consortium or Joint Venture or Partnership (IF APPLICABLE) the following are required:	
(i)	Signed agreement between involved parties indicating the lead member;	
(ii)	Every member of the Consortium or Joint Venture or Sub-contractor is registered on the Central Supplier Database and must submit their own <u>FULL CSD REGISTRATION REPORT</u> and not a summary report.	
(iii)	Letter of appointment by consortium/joint venture parties for a representative to sign the bid documents;	
4.	<u>Bid Declaration:</u> The Terms of Reference must be completed and signed (failure may render the bid invalid) ✓ <u>Terms of Reference</u>	
5.	Completion of Annexure A	

15.2. MANDATORY REQUIREMENTS

IATA License/ Certificate

Bidders are required to submit their certified copies of the Association of South African Travel Agents (ASATA) and International Air Transport Association (IATA) licenses/certificates at closing date.

Where a bidding company is using a 3rd party IATA license, proof of the arrangement to use the IATA license/Certificate signed by both parties and a certified copy of the certificate to that effect at closing date.

N.B: FAILURE TO COMPLY WITH MANDATORY REQUIREMENTS WILL AUTOMATICALLY DISQUALIFY THE BIDDER.

37

15.3. PHASE 2: FUNCTIONALITY EVALUATION

TOTAL SCORE			100	
ACCEPTABLE MINIMUM SCORE			70	
NO	CRITERIA	WEIGHT	ELEMENT BREAKDOWN	SCORING VALUES
1.	Experience of the bidder in the provision of Travel Management Services indicating current and previous contracts. (Provide contactable references on Annexure A)	15	Number of Years:	
			(More than four years and above)	15
			(More than 2-4 Years)	10
			(1-2 Years)	5
			(Less than a year)	3
			No submission	0

The submitted document must bear the institution stamp. Such submission will be subjected to verification

2.	Financial Capacity	40	Financial Capacity of the bidder from a minimum sum of R1000 000 The financial capacity of the bidder shall be tested through the following:		
			✓ An undertaking by the registered financial institution such as a bank) to provide funding/revolving credit, or overdraft facility. (Not a conditional assessment of Credit Rating or Bank Rating)		
			OR		
			✓ An undertaking by the National Credit Regulator/Financial Service Provider/s (NCR/FSP) registered institution to provide funding / revolving credit when the tender is successfully awarded.		
			OR		
			✓ A three-month bank statement averaging required minimum value not older than 30 days from the closure of the bid.		
			OR		
			✓ An investment account with a minimum required value accessible within a period not exceeding 32 days of withdrawal of the investment (after award)		
			R 3000 001 and above		40
			R 2 500 001 to R 3000 000		30
R 2000 001 to R2 500 000		20			
R 1000 501 to R 2000 000		10			
R 1000 000 – R 1 500.000		5			
No Submission		0			

The submitted document must bear the institution stamp. Such submission will be subjected to verification.

3	Locality	25	Enterprise Located within Limpopo Province	25
			Outside Limpopo Province	5

Bidders must attach proof of residence of where the enterprise is located. The address on the SBD1 must be the same as the preferred address on CSD, and the following documents must be attached: A Title deed, Letter from a Traditional Authority or Municipal Statement which must not be older than three (3) months, or a formal Lease Agreement together with Lessor's Municipal Account or Letter from a Traditional Authority.

38

4.	Inspection in Loco Bidders who scored 50 points and above from criteria 1, 2 and 3 above will qualify for Inspection in Loco.	20	Bidders must have the following Elements: 1. Office: Office to be visited should be the one indicated on SBD 1 and as the preferred address on CSD. 2. Equipment Laptop, Printer, Scanners and Cell phone/Tablet. 3. Staff Provide CVs and IDs of staff members during inspection. Staff members must be in the premises for verification. 4. Procedure Manual: Indicate 5 risks and 5 mitigations in the procedure manual.	20
			Bidder without one or more of the above elements.	0
Total				100

Failure to obtain a minimum score of 70 points shall result in disqualification.

15.4.PHASE 3

EVALUATION ON PRICE AND SPECIFIC GOALS

This bid shall be evaluated in terms of the 90/10 preference points system.

15.4.1. To be eligible to claim preference points, bidders must complete **SBD 6.1**: Preference points claim form in terms of the Preferential Procurement Regulations 2022.

15.4.2. Points shall be awarded to a bidder for attaining the preferential procurement points by the table below:

PREFERENTIAL GOALS	PREFERENTIAL POINTS	MEANS OF VERIFICATIONS
	90/10	
SMMEs	1/10	CSD
Woman	4/10	CSD
Disability Persons	1/10	CSD & Doctor's letter
Youth	2/10	CSD
Black	2/10	CSD

15.4.3. SPECIFIC GOALS

To be eligible to claim preference points in terms of Preferential Procurement Policy 2022, bidders must submit or provide proof of the following documents:

15.4.3.1. **People living with Disability:** Bidder with disability must attach medical certificate completed by registered medical practitioner with registered with HPCSA.

15.4.3.2. **Women:** Bidders must submit the latest full Central Supplier Database (CSD report).

15.4.3.3. **Youth:** Bidders must submit the latest full Central Supplier Database (CSD report).

15.4.3.4. **SMMEs:** CSD.

15.4.3.5. **Black:** Bidders must submit the latest full Central Supplier Database (CSD report).

39

16. PRICING INSTRUCTIONS

16.1. All prices charged must be inclusive of business overheads and VAT. NB: Successful bidders who are not registered for VAT at the time of bidding must register, as required by law, within 30 working days after the award.

16.2. The Pricing Schedule (Pricing Proposals) (**ANNEXURE B**) will be accessed from the departmental website, www.edu.limpopo.gov.za and E-Portal: www.etenders.gov.za

17. BRIEFING SESSION

There will be no briefing session for this Bid.

18. ENQUIRIES

Physical Address:	Technical Enquiries	Bidding Process
Department of Education, 113 Biccard Street Polokwane, 0700	Ms. Magoai T.M (015) 290 7605 MagoaiTM@edu.limpopo.gov.za	Mr Moela S.K (015) 290 7614 MoelaSK@edu.limpopo.gov.za

40

19. COMPANY EXPERIENCE - BIDDER'S EXPERIENCE - ANNEXURE A

The Bidder/s must furnish a list of the following particulars of relevant experience in the Travel Management Services. The bidder must attach the following: (Contactable References and Evidence e.g. Contracts, Purchase Orders, Disbursement reports/ Remittance Advise must be provided). Failure to furnish the particulars of such information in this Annexure in full shall invalidate the bid.

19.1	Project Name		Contract Commencement Date (indicate start date in full)	Day	Month	Year
	Name of Institution/ Client		Contract End Date (indicate end date in full)	Day	Month	Year
	Description/ Nature of services provided (Travel Management Services (TMS))		Contract Amount (R) (Cumulative amount of the attached evidence).			
	Client Reference / Client Contact person (Name)					
	Client Contact Tel. No.		Place (town)			
19.1.	Project Name		Contract Commencement Date (indicate start date in full)	Day	Month	Year
	Name of Institution/ Client		Contract End Date (indicate end date in full)	Day	Month	Year
	Description/ Nature of services provided (Travel Management Services (TMS))		Contract Amount (R) (Cumulative amount of the attached evidence).			
	Client Reference / Client Contact person (Name)					
	Client Contact Tel. No.		Place (town)			

41

19.2.	Project Name		Contract Commencement Date (indicate start date in full)	Day	Month	Year
	Name of Institution/ Client		Contract End Date (indicate end date in full)	Day	Month	Year
	Description/ Nature of services provided (Travel Management Services (TMS))		Contract Amount (R) (Cumulative amount of the attached evidence).			
	Client Reference / Client Contact person (Name)					
	Client Contact Tel. No.		Place (town)			
19.3.	Project Name		Contract Commencement Date (indicate start date in full)	Day	Month	Year
	Name of Institution/ Client		Contract End Date (indicate end date in full)	Day	Month	Year
	Description/ Nature of services provided (Travel Management Services (TMS))		Contract Amount (R) (Cumulative amount of the attached evidence).			
	Client Reference / Client Contact person (Name)					
	Client Contact Tel. No.		Place (town)			
19.4.	Project Name		Contract Commencement Date (indicate start date in full)	Day	Month	Year
	Name of Institution/ Client		Contract End Date (indicate end date in full)	Day	Month	Year
	Description/ Nature of services provided (Travel Management Services (TMS))		Contract Amount (R) (Cumulative amount of the attached evidence).			

42

42

	Client Reference / Client Contact person (Name)		
	Client Contact Tel. No.		Place (town)

20. ENDORSEMENT

20.1 ENDORSEMENT OF THE TERMS OF REFERENCE BY THE HEAD OF

DEPARTMENT

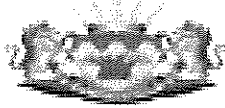
ACTING HEAD OF DEPARTMENT	SIGNATURE	DATE
MR MASHABA K.M.		25/04/2024

20.2 ENDORSEMENT OF THE OFFER BY THE BIDDER

This document has been read and understood by the bidder represented by:-

NAME	DESIGNATION/ POSITION	SIGNATURE	DATE

43



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

PRICING SCHEDULE

TRAVEL MANAGEMENT SERVICES TO LIMPOPO DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE (3) YEARS

BIDDER'S NAME

1.1 TRANSACTION FEES

			TRADITIONAL BOOKINGS		
ITEM	Transaction Type	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
1	Air Travel – International	1	R -	R -	R -
2	Air Travel – Regional	1	R -	R -	R -
3	Air Travel – Domestic	1	R -	R -	R -
4	Air Travel – International (Re-issue)	1	R -	R -	R -
5	Air Travel – Regional (Re-issue)	1	R -	R -	R -
6	Air Travel – Domestic (Re-issue)	1	R -	R -	R -
7	Refunds – Air Domestic	1	R -	R -	R -
8	Refunds – Air Regional	1	R -	R -	R -
9	Refunds – Air International	1	R -	R -	R -
10	Car Rental – Domestic	1	R -	R -	R -
11	Car Rental – Regional	1	R -	R -	R -
12	Car Rental – International	1	R -	R -	R -
13	Transfers/Shuttle – Domestic	1	R -	R -	R -
14	Transfers/Shuttle – Regional	1	R -	R -	R -
15	Transfers/Shuttle – International	1	R -	R -	R -
16	Accommodation – Domestic	1	R -	R -	R -
17	Accommodation – Regional	1	R -	R -	R -
18	Accommodation – International	1	R -	R -	R -
19	Train bookings – International	1	R -	R -	R -
20	Visa Assistance (Provision of documents and advice)	1	R -	R -	R -
21	Courier services for travel documentation (visa & passports)	1	R -	R -	R -
22	Parking bookings	1	R -	R -	R -
23	Cancellations	1	R -	R -	R -
24	Changes to bookings	1	R -	R -	R -

44

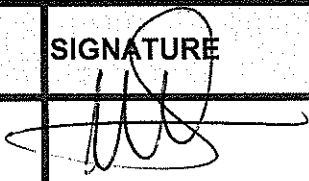
25	After Hours Services	1	R	-	R	-	R	-
26	Travel Lodge card Reconciliation	1	R	-	R	-	R	-
Total		26	R	-	R	-	R	-
Percentage for Traditional Booking			Percentage Traditional	100.00%	0			
PRICE THAT WILL BE USED FOR EVALUATION PURPOSES					R	-		

1.2 CONFERENCE TRANSACTION FEE (for the facilities only, not for accommodation).

Item	Description	Conference Fee	Comment
1	Conference Transaction Fee		

ENDORSEMENT

ENDORSEMENT OF THE TERMS OF REFERENCE BY THE HEAD OF DEPARTMENT

ACTING HEAD OF DEPARTMENT	SIGNATURE	DATE
MR MASHABA K.M		25/04/2024

ENDORSEMENT OF THE OFFER BY THE BIDDER

This document has been read and understood by the bidder represented by:-

NAME	DESIGNATION/ POSITION	SIGNATURE	DATE

45