

## 1. TENDER NOTICE & INVITATION TO TENDER

Formal tender sealed and clearly marked “**NC065/T02/2025– Appointment of a Travel Agency for Hantam Municipality for a period of 36 months (Contract Period: 01 July 2025 - 30 June 2028)**” must be placed in the Municipal tender box at the Head Office of Hantam Municipality at 20 Dr Nelson Mandela Drive, Calvinia, 8190 no later than 12h00 on Friday, 09 May 2025 and will be opened in public immediately.

The municipality reserves the right to withdraw any invitation to tender and / or re-advertise or to reject any formal tender or to accept a part of it. The Municipality does not bind itself to accept the lowest tender or award a contract to the bidder scoring the highest number of points. Potential bidders should note that all projects in terms of this tender may not materialize.

Formal tenders will be evaluated and adjudicated in terms of 80/20 Preference Point System as prescribed by the Municipality’s Supply Chain Management Policy. Furthermore, all tenders received shall be evaluated in accordance with the Municipal Finance Management Act, Act 56 of 2003 (read with its accompanying supply chain management regulations).

Any technical enquiries can be made to Mr. A. M. Pieters at tel. no. .027 341 8500, email [apieters@hantam.gov.za](mailto:apieters@hantam.gov.za) .

### Following conditions will apply to the tender:

- The Tenderer **MUST** be registered on the Central Supplier Database (CSD) of National Treasury. Proof of registration should be attached to the tender document (CSD REPORT);
- A Valid and Original Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS should accompany your document or a certified copy of the original Tax Clearance Certificate/ PIN;
- Certified copy of the latest Municipal Account on the address of the business **AND** that of the directors, as per CK1 **MUST** accompany the bid document (NB. Bidders may not be in arrears for more than three months with municipal rates and service charges)/ if business has entered into a lease agreement for the use of a building, the lease agreement should accompany your tender document;
- Certified copies of Identity Documents (ID’s) of all shareholders/ owner(s)/ partners of bidding companies must be submitted with the bid document.
- Company registration documents must be submitted with the bid documents.
- Price quoted must be valid for at least 90 days;
- Price quoted must be firm and inclusive of VAT;
- Bids which are late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically, will not be accepted;
- Bids must only be submitted on the documentation provided by the Hantam Municipality (original Bid Documents) and be completed with black ink;
- The Supply Chain Management Policy of Hantam Local Municipality will apply.
- Local Production and Content: Not Applicable for this tender.
- **Specific goals (20 Points):**
  - 1. Locality – **10 Points**.
  - 2. The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations – **10 Points**.
- The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations. 10-Points will be allocated as follows for this specific goal:

Submit <b>three</b> upliftment projects in the past 5 years within a municipal area, also submit municipal stamped reference letters from municipalities indicating contributions/community upliftment programmes/projects	10 Points
Submit <b>two</b> upliftment projects in the past 5 years within a municipal area, also submit municipal stamped reference letters from municipalities indicating contributions/community upliftment programmes/projects	5 Points

Submit <b>one</b> upliftment projects in the past 5 years within a municipal area, also submit municipal stamped reference letters from municipalities indicating contributions/community upliftment programmes/projects	1 Point
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- **Locality Points Scoring (10 Points)**

Locality of Tenderer's Offices	Number of Points (80/20 System)	Number of Points (90/10 System)
Within the borders of the Northern Cape	4	2
Within the borders of Hantam Municipality	6	3

- The tender who are situated within the borders of Hantam Municipality will receive a total of 10 points as they are located also within the borders of the Northern Cape. Point scoring will be based on the 80/20 point system.
- No Site clarification meeting for this tender will be held.

**Prospective bidders must have prior knowledge and experience of providing these services and provide references thereof.**

No tender will be considered from a person or company who, for the past five years has been convicted of

- Fraud, corruption or any criminal offense
- The strike, premature termination of unsuccessful completion of government contracts

No tender will be considered to persons in the service of the state.

Tender Documents will be made available from 02 April 2025.

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database of National Treasury, register without delay by completing the prescribed form or log onto [www.csd.gov.za/register](http://www.csd.gov.za/register). Application forms are obtainable on our website.

**A set of tender documents with detailed specifications can be obtained from Mr. A. M. Pieters, Supply Chain Management at Hantam Municipality, 20 Dr Nelson Mandela Drive, Calvinia, 8190, Email: [apieters@hantam.gov.za](mailto:apieters@hantam.gov.za) or at (027) 341 8500 before the specified date and time. If the municipality print and compile the document a payment fee of R629.60 must be paid before a set of tender documents can be compiled for any supplier.**

**Mr. J. Fortuin  
ACTING MUNICIPAL MANAGER**