



uMSINGA MUNICIPALITY

INVITATION TO BID

PANEL OF SERVICE PROVIDERS FOR TRAVEL, ACCOMMODATION AND HIRING OF TRANSPORT FOR 36 MONTHS

TENDER NO.: MS/2025/2026/045/951/C

Bids are hereby invited in terms of Section 18(a) of the uMsinga Municipality's Supply Chain Management Policy together with Section 83 of the Municipal Systems Act, No. 32 of 2000, as amended and read together with Sections 110, 111 and 112 of the Municipal Finance Management Act No. 56 of 2003 for:

MS/2025/2026/045/951/C PANEL OF SERVICE PROVIDERS FOR TRAVEL, ACCOMMODATION AND HIRING OF TRANSPORT FOR 36 MONTHS. Evaluation criteria being Functionality and **80/20**. Documents will be available from **08h00 to 15h30 on 10 - 25 March 2026**. There will be no compulsory briefing. The closing date is **09 April 2026 at 12h00**.

Tender documents will be obtainable from the office of SCM Unit, Mr S. Nkala, on tel: (033) 493 8033 during office hours. A non-refundable deposit of **R500.00** cash or guaranteed cheque per document will be payable in favour of uMsinga Municipality before obtaining a tender document. Please note that no bid documents will be issued after the site inspection date.

All technical enquiries about the bid shall be directed to: uMsinga Deputy Director: Corporate Services Ms. N.H. Ndlovu, on tel: (033) 493 8011.

Tenders must be enclosed in a sealed envelope, addressed to: The Municipal Manager, uMsinga Municipality and clearly marked: **TENDER NUMBER: MS/2025/2026/045/951/C PANEL OF SERVICE PROVIDERS FOR TRAVEL, ACCOMMODATION AND HIRING OF TRANSPORT FOR 36 MONTHS** and the bidders name and details. Tenders must be deposited in the tender box at the foyer of **uMsinga Municipality Offices on the Main Road (R33) opposite MPCC, Tugela Ferry on or before 12h00** on the closing date and no late or faxed tenders will be considered.

uMsinga Municipality does not bind itself to accept the lowest of any tender and reserves the right to accept the whole or any part of the tender.

1. EVALUATION CRITERIA

a) Administrative Compliance.

b) Functionality

c) PPPFA 2022 80/20, ownership specific goals set as follows:

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|------------------------------------|-----------|
| • Race (Black People - CSD Copy) | 10 Points |
| • Gender (Black women - CSD Copy) | 05 Points |
| • Youth - ID Copy must be attached | 05 Points |

2. Administrative Compliance.

Invalid or non-submission of the following documents will lead to immediate disqualification: • Obtaining 80 points on functionality • Attached Valid SARS PIN • Attached IATA Certificate • ASATA Accreditation Certificate • Attached Fully CSD Report • Completed form of offer • Proof of attended the briefing meeting if applicable • Fully completed MBD Forms • Completed, signed and initial each page of tender document • Attach proof of company registration • Municipal rates statement or affidavit from SAPS for business operating in rural areas • Valid letter of good standing.

MR S.L. SOKHELA: MUNICIPAL MANAGER