

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhululm.gov.za](mailto:info@umzimkhululm.gov.za)  
Tel: (039) 259 5000/5300  
Fax: (039) 259 0427

## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 14/04/2022.  
KZN435/21/22/007/BTO

### INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

uMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

TENDER NAME	PROPOSAL NUMBER	BRIEFING DATE
PROVISION OF TRAVEL AGENT SERVICES (36 Months Contract)	ULM-BTO 004/22	26/04/2022 @ 10:00 am

Tender documents will be available on the municipal website ([www.umzimkhululm.gov.za](http://www.umzimkhululm.gov.za)) and will also be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the **non-refundable payment of R100 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality** during working hours between **09:30am** and **16:00pm** from the **20<sup>th</sup> of April 2022**; cut-off time for buying documents is the **26<sup>th</sup> of April 2022, 15 minutes before the briefing time.**

Due to Covid-19, a **non-compulsory** briefing session will be hosted on **Microsoft Teams**.

Link: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZDYyNTA5NDMtNjE1OC00Yzc4LTg4MThtODA5MThkOTk1ZTI1%40thread.v2/0?context=%7b%22Tid%22%3a%220b200945-5c17-4d9b-8755-251336e11857%22%2c%22Oid%22%3a%2218edb9ca-0252-4765-887f-ce63ddec3da%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDYyNTA5NDMtNjE1OC00Yzc4LTg4MThtODA5MThkOTk1ZTI1%40thread.v2/0?context=%7b%22Tid%22%3a%220b200945-5c17-4d9b-8755-251336e11857%22%2c%22Oid%22%3a%2218edb9ca-0252-4765-887f-ce63ddec3da%22%7d)

**Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted.**

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- Valid BBBEE certificate with SANAS logo and verified by agencies accredited by SANAS / Commissioned SWORN Affidavit
- MBD 4, 8 & 9 -

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- Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of the company to confirm that Municipal rates are not in arrears for more than 90 days or.
- Attach valid lease agreement if the company is leasing the office space.
- Attach a valid lease agreement if the director is leasing accommodation.
- Attach affidavit if the account is under your parents, siblings, grandparents, and you are not paying any Municipal rates.  
Copy of a marriage certificate if Municipal account in under your spouse.
- Certificate of Authority” to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head. (Example is provided in the Tender document)

**80/20 Preference Point System will be used on the following project and functionality will be considered. uMzimkhulu Local Municipal SCM policy will apply.**

### Second Phase of Evaluation

#### Criteria for functionality

**Minimum threshold 55 points or 69%**

Criteria	Maximum Points
<b>Company relevant Experience:</b> service provider to attach reference letters of similar service from previous sectors / Institution.  10 projects (Reference letter with traceable contacts) = 30 points  5 - 9 projects (Reference letter with traceable contacts) = 15 points  <b>No points allocation for projects less than 5</b>	<b>30 points</b>

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<p><b>Expertise:</b> ND: In Tourism or Equivalent Hospitality diploma qualification must be certified.</p> <p>3 years' experience in travel agency (Attach CV and certified copies of qualifications) = 20 points</p> <p>2 years' experience in travel agency (Attach CV and certified copies of qualifications) = 10 points</p> <p>1 Year experience = no points allocation</p>	<p><b>20 points</b></p>
<p><b>Methodology</b></p> <ul style="list-style-type: none"> <li>• Turnaround time on sourcing booking &amp; reservation quotation (Work 8 hours' notice / day before the event / travel / check -in date)</li> <li>• 24 hours emergency service and support</li> </ul>	<p><b>20 points</b></p>
<p><b>Accreditation certificate</b> Submit valid proof of registration with relevant professional body e.g. ASATA (Association of South African Travel Agents)</p>	<p><b>10 points</b></p>

The points associated with the comprehensive proposal will be awarded as reflected in the above table. The bidder must score at least 50% in each of the above segment. Even if the bidder has scored 69% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

**NB: on Methodology & Accreditation it is compulsory to score full points 100%**

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**120 days Price Validity**

### Contact Details

**All Technical enquiries shall be directed to:**

Attention : Ms L. Mngonyama  
Telephone : (039) 259 5055  
Fax No : (039) 259 0427  
Email Address : [mngonyamal@gumzimkhululm.gov.za](mailto:mngonyamal@gumzimkhululm.gov.za)

**SCM Compliance enquiries shall be directed to:**

Attention : Miss O. Basi  
Telephone : (039) 259 5034  
Fax No. : (039) 259 0427  
Email Address : [basio@umzimkhululm.gov.za](mailto:basio@umzimkhululm.gov.za)

### Closing date

Tender documents in a sealed envelope clearly indicating the **Tender number and Tender Name**, must be deposited in the Tender box of uMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h:00, 20<sup>th</sup> of May 2022**. Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

Tenders may only be submitted along with the Tender documentation provided by the municipality.

**The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. uMzimkhulu Municipality Supply Chain Management policy will apply.**

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**Z. S. SIKHOSANA**  
**MUNICIPAL MANAGER**