

JOE GQABI DISTRICT MUNICIPALITY



PROVISION OF TRAVEL AGENCY SERVICES TO THE JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS: JGDM2025/26-021

NAME OF BIDDER:

CSD REGISTRATION NUMBER

SARS PIN

TAX REFERENCE NUMBER:

CLOSING DATE: 24 MARCH 2026

CLOSING TIME: 12:00 (NOON)

PREPARED BY:

JOE GQABI DISTRICT MUNICIPALITY

Corner Cole & Graham Street

Barkly East

9786

Tel-045 979 3000

Fax-045 971 0251

INVITATION TO BID

Tenders are hereby invited from suitably qualified and experienced Service Providers for:

BID NUMBER	NAME AND DESCRIPTION	BRIEFING SESSION	CLOSING DATE
JGDM2025/26-021	PROVISION OF TRAVEL AGENCY SERVICES TO THE JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS	NON -COMPULSORY VIRTUAL BRIEFING SESSION Link: https://meet.google.com/dzw-gdpy-mya DATE: 06 March 2026 TIME: 10:00	24 MARCH 2026

Bid documents will be available from the www.etenders.gov.za and the Joe Gqabi District Municipality website www.jgdm.gov.za. Hard copies of the bid document will be made available from Joe Gqabi District Municipality SCM offices Corner of Cole and Graham Street Barkly East from **20 FEBRUARY 2026** upon payment of a non-refundable fee of R 200.00 rand for each document (either in cash, EFT or direct bank deposit to ABSA, 2380000019) Please quote the company name and bid number as reference. Payments must be made at the Cashier's Office, which is situated at the ground floor, Cnr of Graham and Cole Streets, Barkly East between the hours of 08h00 and 15h00 prior to the collection of the bid documents. Proof of purchase must be attached to the original Tender Document. Direct e-Tender and Municipal website tender document downloads are for free.

Completed bid documents must be placed in a sealed envelope clearly marked "**PROVISION OF TRAVEL AGENCY SERVICES TO THE JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS: JGDM2025/26-021**" must be placed in the formal Tender Box situated outside the Main Building – JOE GQABI DISTRICT MUNICIPALITY, Corner of Cole & Graham Streets, Barkly East before **closing time of 12H00 (Noon) on 24 March 2026**. Thereafter, tenders will be opened in public. The submitted tenders shall remain valid for 120 days after the closing date. All tenders must be deposited in the tender box either by Bidders' representative or courier services, no municipal official will take responsibility to deposit any bidders' documents into the tender box situated at the address mentioned above.

EVALUATION CRITERIA

The bids will be evaluated and adjudicated in terms of 80/20 Preference Point System prescribed by the Preferential Procurement Policy Framework Act No.5 of 2000, pertaining to Preferential Procurement Regulations 2022, as well as the Joe Gqabi District Municipality's Supply Chain Management Policy-80 points will account for Price and 20 points relating to Specific Goals. Additionally to bid document completeness check and compliance with any tender conditions and failure to comply will render the bid non-responsive. Bids will be subjected to functionality criteria and bids that scores less than 36 out of 60 points will be considered non-responsive.

It is a prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database must be registered. The CSD registration can be done online via their website at <https://secure.csd.gov.za>

The Council reserves the right to extend the Tender Period and/or alter Conditions of Tender during the Tender Period at its own discretion.

Technical related enquiries should be directed to Mrs K Seboko (Acquisitions Coordinator) by e-mail to keitu@jgdm.gov.za during normal office hours. (Between 07H30 to 16H00, Monday to Friday)- Tel: 045 979 3145 or Evaluation Criteria related enquiries should be directed to Mr. Thomas Maseko (SCM Manager) at Joe Gqabi District Municipality by email masekot@jgdm.gov.za during normal office hours. (Between 07H30 to 16H00, Monday to Friday) – Tel: 045 979 3160

NB: NO BIDS FROM PERSONS IN THE SERVICE OF THE STATE WILL BE CONSIDERED FOR AWARD

Issued by

Mr. M. P Nonjola

Municipal Manager

Joe Gqabi District Municipality

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

1. JGDM shall not do business with any person in the service of the state.
2. Bidders must be registered on National Treasury's Central Supplier Database (CSD).
3. The Joe Gqabi District Municipality Supply Chain Management Policy will apply.
4. The Joe Gqabi District Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid and to award to more than one bidder.
5. The Joe Gqabi District Municipality reserves the right to appoint more than one service provider.
6. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
7. All pages must be signed where necessary.
8. The completed and signed bid document must be submitted as original.
9. Additional annexure(s) is / are accepted only if cross referencing has been done and the page signed.
10. Bids submitted are to hold good for a period of 120 days.
11. Maximum of 20 points will be awarded to tender for specific goals for the Tenderer. Points scored on specific goals will be added to the points scored for price.
12. SARS pin and Tax Reference Number to be declared in the bid (cover page of the bid document). In the case of a Trust, Joint Venture, or Consortium each party to a Trust / Joint Venture/Consortium should submit a separate Tax Clearance Certificate
13. Bid documents must remain intact
14. Attach a proof of company office address regarding claiming of points for locality component per specific goals (Municipal account not older than 90 days or Municipal Clearance certificate or lease agreement or proof of address and affidavit from village residents only) **FOR LOCAL MUNICIPALITY AND DISTRICT MUNICIPALITY**
15. Use of Tippex AND erasable ink will render the bid non- responsive.
16. Declaration pages must be fully completed and signed.
17. Joint Ventures / consortiums must provide signed copies of such agreements and all other returnable documents for each partner to the Joint Venture.
18. Failure to complete and submit ALL required information will result in the bid being deemed non-responsive.

TERMS OF REFERENCE

PROVISION OF TRAVEL AGENCY SERVICES FOR THE JOE GQABI DISTRICT MUNICIPALITY AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS

1. PURPOSE

The Joe Gqabi District Municipality (JGDM) seeks to appoint a service provider who shall secure the services of a Travel Agent for the provision of travel agency services in respect of Air Travel, Car Hire, Accommodation, venue hire and related travel agency services in line with the National Treasury Cost Containment Regulations as amended from time to time, JGDM Subsistence & Travel Policy as well as the JGDM Cost Containment Policy as approved by Council, as and when required.

2. OVERALL GOAL AND OBJECTIVES

2.1 The objective of this tender is to allow the JGDM to use its leverage and to use its consolidated spend information to optimise procurement outcomes.

2.2 JGDM has identified the goals to be achieved as follows:

- a) To develop a sound service delivery model to efficiently and effectively manage the provision of travel agency services for the JGDM;
- b) To ensure that procured services are tailored to satisfy the needs and requirements of the user departments;
- c) To enter into a formal service contract with the successful bidder in a manner commensurate with Supply Chain Management (SCM) principles;
- d) Optimize procurement spend within the sphere to ensure value for money;
- e) To ensure that all travel, accommodation, venues and facility arrangements are only for official purposes and in the best interest of JGDM;
- f) To ensure high quality travel agency services on a 24-hour basis for the duration of the contract;
- g) To ensure that the most cost effective and practical means of travel and accommodation is used at all times based on the municipality's subsistence and travel policy and the Cost Containment Regulations;
- h) To assist the JGDM's booking officials with all their travel and accommodation arrangements; and
- i) To ensure the best possible discounts on the procurement of air tickets and accommodation.

3. SCOPE OF WORK

The municipality's requirements for domestic and/or international travel, vehicle rental and accommodation cover the following:

3.1 Air Travel

The successful bidder shall be required to:

- 3.1.1 Plan, arrange or amend air travel bookings at the lowest fare available, both domestic and international, including the issuing and delivery of any travel documentation to the officials who are to travel;
- 3.1.2 Negotiating discounts on standard tariffs for air travel with all available airline companies on behalf of the JGDM;
- 3.1.3 To manage and advise the JGDM on the issuing and utilization of voyager miles/points accumulated; and
- 3.1.4 Arrange lounge access only where permitted by the JGDM Subsistence & Travel Policy or explicitly approved

3.2 Travel Related Transport

The Successful Bidder shall be required to:

- 3.2.1 Arrange vehicle hire strictly in accordance with the Joe Gqabi District Municipality's Subsistence & Travel Policy, National Treasury Cost Containment Regulations, and all related instructions, circulars and amendments issued from time to time;
- 3.2.2 Ensure that relevant information is shared with travellers regarding rental vehicles, like e-tolls, refuelling, keys, rental agreements, damages and accidents, etc;
- 3.2.3 Advise the Traveller on the best time and location for collection and return considering the Traveller's specific requirements
- 3.2.4 Book a shuttle to and from the accommodation establishment;
- 3.2.5 Negotiating discounts on standard rates with all available companies on behalf of the JGDM.
- 3.2.6 Vehicle hire bookings must:
 - a) Be limited to the approved vehicle categories as prescribed in the JGDM Subsistence & Travel Policy;
 - b) Exclude luxury, premium or upgraded vehicle classes unless expressly approved in writing by the Accounting Officer or delegated authority;
 - c) Be based on the most cost-effective rate available for the approved vehicle category.
- 3.2.7 The successful bidder may not process or allow vehicle upgrades, optional extras or premium vehicle selections unless prior written approval is obtained from the Municipality. Any unauthorised upgrade costs shall not be recoverable from the Municipality.
- 3.2.8 Vehicle hire duration must be strictly limited to the official period of travel. Early collection or late return resulting in additional costs shall not be permitted unless properly motivated and approved in advance.
- 3.2.9 The successful bidder shall not procure additional insurance waivers or excess reduction products unless expressly approved in writing.

3.3 Accommodation

The successful bidder shall be required to:

- 3.3.1 Plan, book or amend accommodation with any hotel group, private hotel or other available concern, i.e. a guesthouse or Bed & Breakfast, where such a requirement is referred to the travel agent;
- 3.3.2 Identify accommodation in small towns as and when required and ensuring that there is some understanding of the quality of the service that may be expected in such as well as to consider alternatives to mainstream accommodation chains;
- 3.3.3 Accommodation bookings must be made at hotels, guest houses and Bed & Breakfasts which have a rating of at least 3-star rated accommodation where available, failing which written motivation and approval shall apply;
- 3.3.4 The municipality may also require the travel agent to make bookings at hotels specifically chosen by the municipality in instances where travel time and cost is to be minimized.
- 3.3.5 Negotiating discounts on standard tariffs or reduced tariffs with all available hotel groups, private hotel or other concern.
- 3.3.6 **Prohibition of Cashing-In, Conversion or Abuse of Meals**
 - 3.3.6.1 Accommodation bookings must strictly comply with the JGDM's Subsistence & Travel Policy, JGDM Cost Containment Policy and National Treasury Cost Containment Regulations.
 - 3.3.6.2 The following practices are strictly prohibited:
 - a) The conversion of meals included in accommodation packages into cash, vouchers, refunds, discounts, credits or any other personal benefit to the traveller;
 - b) Invoicing the Municipality for meals not actually consumed by the traveller;
 - c) Inflating accommodation invoices to offset or disguise meal costs;
 - d) Any arrangement between travellers and accommodation establishments that results in unauthorised personal gain.
 - 3.3.6.3 The successful bidder shall ensure that:
 - a) Accommodation invoices clearly and separately reflect accommodation charges and meal charges, where applicable;
 - b) No meals are invoiced unless they are legitimately included in the approved booking and actually consumed; and
 - c) All accommodation bookings are aligned to approved subsistence limits.

- 3.3.6.4 Any deviation shall constitute non-compliance with Cost Containment Regulations and shall be treated as poor performance and potential misconduct, with financial recovery measures applied where necessary.

3.4 Parking Facilities

- 3.4.1 Arranging parking facilities at the airport , hotel, Bed & Breakfast, etc for the travelers;
3.4.2 Negotiating discounts on tariffs or reduced tariffs with all available parking concerns, on behalf of the JGDM.

3.5 Venue Hire

- 3.5.1 Planning, booking or amending venue hire with any hotel group, private hotel or other available concern, i.e. a guesthouse or Bed & Breakfast, where such a requirement is referred to the travel agent;
3.5.2 Identifying conference facilities in small towns as and when required and ensuring that there is some understanding of the quality of the service that may be expected in such;
3.5.3 Negotiating discounts on standard tariffs or reduced tariffs with all available hotel groups, private hotel or other concerns.

3.6 Value Added Services

- 3.6.1 The successful bidder must provide the following value added services:
3.6.1.1 Destination information for regional and international destinations:
i. Health warnings;
ii. Weather forecasts;
iii. Places of interest;
iv. Visa information;
v. Travel alerts;
vi. Location of hotels and restaurants;
vii. Information including the cost of public transport;
viii. Rules and procedures of the airports;
ix. Business etiquette specific to the country;
x. Airline baggage policy; and
xi. Supplier updates

4. EXPECTED DELIVERABLES

- 4.1 The successful bidder(s) will be responsible for rendering the following services:
4.1.1 Make most suitable travel arrangements with preferred carrier/airliner;
4.1.2 Arrange most suitable ground transport/ shuttle service;
4.1.3 Arrange most suitable hotel or equivalent accommodation in line with the JGDM policy;
4.1.4 Provide VISA and Passport support services;
4.1.5 Negotiate travel, accommodation and venue hire discounts/ frequent flyer/ frequent guest partnering programme for the JGDM;
4.1.6 Provide dedicated customer care/contact centre programme catering for after- hours services;
4.1.7 Respond to telephonic enquiries promptly even when providing the after-hours services;
4.1.8 Facilitate access to foreign exchange services where required; no foreign exchange trading or speculative activities shall be permitted.

5. AFTER HOURS AND EMERGENCY SERVICES

- 5.1 The Bidder shall be expected to provide a consultant or team of consultants to assist Travellers with after hours and emergency reservations and changes to travel plans.
5.2 A dedicated consultant/s must be available to assist VIP/Executive Travellers with after hour or emergency assistance.
5.3 After hours' services must be provided from Monday to Friday outside the official hours (17h00 to 08h00) and twenty-four (24) hours on weekends and Public Holidays.

- 5.4 A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to
- 5.5 The Bidder must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.
- 5.6 After hours must be reflected separately on invoices

6. COMPETENCY AND EXPERTISE REQUIREMENTS

6.1 The successful bidders must:

- 6.1.1 Be able to email or send via social media the itinerary and /or booking confirmations throughout the District to any JGDM Official and Council Member (Bidders must confirm this capacity in writing in the bid document);
- 6.1.2 Be able to demonstrate financial capacity to sustain operations pending payment within 30 days. Be actively making use of the International Air Transport Association (IATA) approved online booking system;
- 6.1.3 Bidders are required to submit, together with their bids, proof that they have the necessary infrastructure and resources, including offices and number or personnel and equipment to render the services outlined above;
- 6.1.4 Failure to provide proof and /or demonstrate ability to provide any of the above shall result in a bidder being disqualified

7. CONTRACT PERIOD

- 7.1 The successful bidder will enter into a service level agreement with JGDM.
- 7.2 The contract duration shall be for a three year period.

8. PRICING STRUCTURE

- 8.1 Bidders must submit their financial proposals on a fixed commission rate basis.
- 8.2 Where multiple bookings are made per trip, the agent will only be allowed to charge the municipality one (1) administration fee and not for each person.
- 8.3 The Municipality shall not be charged higher fees than those charged to comparable public-sector clients.

	DESCRIPTION OF SERVICES	COMMISSION PERCENTAGE (%) ON CONFIRMED BOOKING
1.	AIR TRAVEL	
1.1	Domestic	
1.2	International	
1.3	Refund processing	
1.4	After hours	
2.	ACCOMMODATION	
2.1	Domestic (Hotel, B&B, Guesthouse)	
2.2	Cancellations	
2.3	After Hours fee	
3.	VEHICLE/ CAR RENTAL	
3.1	Reservation	
3.2	Point to point (shuttle service)	
3.3	Vehicle rental categories:	
3.3.1	Category A: Sedans and Station Wagons	
3.3.2	Category B: Light Delivery Vehicles, Single Cab 4x2 Extended Cab 4x2	
3.3.3	Category C: All Double Cabs (4x2 and 4x4) 4x4, Light Delivery Vehicles 4x4 and Single/ Extended Cabs	
3.3.4	Category D: Multi Purpose Vehicles, Sports Utility Vehicles and Crossover vehicles	
3.3.5	Category F: Motor Cycle and Scooter	
3.4	After hours fee	
4.	VENUE HIRE	
	Procuring venue for meeting purposes	

5.	INTERNATIONAL TRAVEL	
	Travel Insurance	
	Visas	
	Passports	
	Shuttle Services	

- Rates must be fixed for 12 months.
- No override commissions or hidden supplier incentives shall apply.
- CPI Escalation shall apply from month 13 and 25 and it shall remain the suppliers responsibility to inform the Municipality 30 days prior of intention to invoke the escalation applicable..

NOTE***** Failure to complete the schedule in full shall render the bid non- responsive.

9. MANAGEMENT INFORMATION AND REPORTING REQUIREMENTS

- 9.1 The successful bidder must demonstrate the capability to consolidate all travel-related management information into a single, integrated source document, supported by automated reporting and data extraction tools to enable effective monitoring, control and audit review.
- 9.2 All management information and source data submitted to the Municipality must be complete, accurate, verifiable and supported by underlying transactional records.
- 9.3 The successful bidder shall, at no additional cost, provide the Joe Gqabi District Municipality with a minimum of three (3) standard monthly management reports that are fully aligned with the National Treasury Cost Containment Instructions and prescribed reporting templates, as issued by the National Treasury.(find templates at: [http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/Accountant General.aspx](http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/Accountant%20General.aspx))
- 9.4 Reports must be submitted in accordance with JGDM's specific reporting requirements and agreed timelines, and must provide transaction-level detail, including but not limited to:
- Name of traveller;
 - Date(s) of travel;
 - Service category (e.g. air travel, accommodation, car rental, shuttle services);
 - Cost per transaction; and
 - Total expenditure per trip.
- 9.5 The Municipality reserves the right to request additional ad hoc or customised management reports from the successful bidder to support operational oversight, financial monitoring, or audit requirements.
- 9.6 All reports must be provided in an editable electronic format, including but not limited to Microsoft Excel, to enable independent analysis by the Municipality.
- 9.7 The successful bidder shall implement and maintain appropriate information security controls, systems and procedures to ensure that all data is protected against unauthorised access, loss, misuse or disclosure, in compliance with applicable data protection legislation and best practice.
- 9.8 Detailed monthly management reports reflecting expenses incurred per service category must be submitted to the Municipality's Supply Chain Management (SCM) Unit within seven (7) calendar days after the end of each month, for monitoring, reconciliation and audit purposes.
- 9.9 All reports must clearly reflect:
- Detailed expenditure per debtor account;
 - A breakdown per service rendered; and

- iii. Costs incurred per individual traveller.

9.10 The following specific financial and operational reports shall be submitted as part of the monthly reporting pack:

- i. Outstanding orders, reflected per order number;
- ii. Outstanding invoices;
- iii. Statements of account per debtor account;
- iv. Age analysis indicating amounts outstanding for:
 - Over 30 days;
 - Over 60 days; and
 - Over 90 days;
- v. Statements per user department; and
- vi. One consolidated statement of account for the Joe Gqabi District Municipality, inclusive of a consolidated age analysis.

10. ACCOUNT MANAGEMENT

- 10.1 An Account Management structure should be put in place to respond to the needs and requirements of the Government Department and act as a liaison for handling all matters with regard to delivery of services in terms of the contract.
- 10.2 The successful bidder must appoint a dedicated Account or Business Manager that is ultimately responsible for the management of the [Institution name]'s account.
- 10.3 The necessary processes should be implemented to ensure good quality management and ensuring Traveller satisfaction at all times.
- 10.4 A complaint handling procedure must be implemented to manage and record the compliments and complaints of the successful bidder and other travel service providers.
- 10.5 Ensure strict enforcement of the JGDM Subsistence & Travel Policy, Cost Containment Regulations and related Treasury Instructions, including active prevention of meal abuse, unauthorised vehicle hire and cost inflation.
- 10.6 The Service Level Agreement (SLA) must be managed and customer satisfaction surveys conducted to measure the performance of the successful bidder
- 10.7 During reviews, comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

11. COST MANAGEMENT

- 11.1 The National Treasury cost containment initiative and the JGDM's Subsistence & Travel Policy is establishing a basis for a cost savings culture.
- 11.2 It is the obligation of the successful bidder to advise on the most cost effective option at all times and costs should be within the framework of the National Treasury's cost containment instructions.
- 11.3 The successful bidder plays a pivotal role to provide high quality travel related services that are designed to strike a balance between effective cost management, flexibility and traveller satisfaction.
- 11.4 The successful bidder 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 JGDM's Subsistence & Travel Policy to ensure that the Traveller reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

12. RETURNABLE DOCUMENTS

- 12.1 Provide a Bank Rating letter of no less than a C;
- 12.2 Copy of Project leader qualification certificate in Travel & Tourism with an NQF level 5
- 12.3 Proof of accreditation certification with IATA, ASATA and any equivalent body

13. PERFORMANCE MANAGEMENT, POOR PERFORMANCE AND REMEDIAL ACTION

13.1 Service Levels

The Service Provider shall comply with the following minimum service standards:

- a) Booking confirmations: Within 4 (four) working hours of a complete request;
- b) Urgent / after-hours requests: Response within 60 minutes;
- c) Amendments or cancellations: Within 2 (two) working hours;
- d) Refund processing: Submission to airlines/service providers within 48 hours of instruction;
- e) Complaints resolution: Initial response within 24 hours, final resolution within 5 working days.

Failure to meet these standards constitutes poor performance.

13.2 Performance Monitoring

- a) Performance shall be monitored monthly by the SCM Unit using management reports and user feedback.
- b) Repeated substantiated complaints, late bookings, incorrect bookings or non-compliance with Cost Containment Regulations shall be recorded as performance breaches.

13.3 Written Notice and Corrective Action

Where poor performance is identified, the Municipality shall issue a written notice requiring the Service Provider to:

- a) Acknowledge the notice within 2 (two) working days; and
- b) Implement corrective measures within 5 (five) working days.

13.4 Penalties for Poor Performance

Where poor performance persists after written notice, the Municipality may, without prejudice to other rights:

- a) Withhold payment of the affected transaction until the service is properly rendered;
- b) Impose a penalty of up to 5% of the monthly invoice value for the affected services;
- c) Procure the service from an alternative provider and recover any additional costs from the Service Provider.

Penalties shall be proportionate, reasonable, and linked to the affected service.

13.5 Repeated Poor Performance

Any of the following shall constitute a material breach:

- a) Three (3) or more substantiated instances of poor performance within a rolling 6-month period; or
- b) Failure to comply with Cost Containment Regulations; or
- c) Repeated booking errors resulting in financial loss or reputational risk to the Municipality.

- d) Any substantiated instance of facilitating or failing to prevent unauthorised cashing-in of meals, inflated accommodation invoices, or non-compliant vehicle hire shall constitute a material breach of contract.

14. EVALUATION CRITERIA

Bids shall be evaluated based on the 80/20 points system within the ambit of the Preferential Procurement Policy Framework Act No.5 of 2000 and Preferential Procurement Regulations 2022. Preference points shall be calculated after prices have been brought to a comparative basis taking into account unconditional discounts. Points scored will be rounded off to the nearest 2 decimal places. Points obtained for price shall be added to preference points claimed to determine the final score.

A. Functionality:

Criteria	Evidence required	Maximum points	Minimum points
Company experience			
<p>Number of projects or similar in nature completed within the last three years:</p> <p>>6 projects = 30 points 4-5 projects = 25 points 3 projects = 15 points</p>	<p>1. CAPACITY ASSESSMENT</p> <p>Attach proof of previously completed travel agency related projects. Acceptable proof includes:</p> <ul style="list-style-type: none"> a. Appointment letters or b. Orders or c. Contract or d. Invoice <p>AND</p> <p>2. PERFORMANCE ASSESSMENT</p> <p>For 1 completed project as mentioned above complete corresponding JGDM Performance Assessment Form (attached in the tender document) signed and stamped by 1 previous client for the submitted projects for 1 Appointment letter OR Order OR Contract OR Invoice</p>	30	15

Criteria	Evidence required	Maximum points	Minimum points
Company registration with Professional Bodies: Accredited with 2 professional bodies – 10 points Accredited with one professional body – 6 points	Affiliation with the following Professional Bodies: a) Association of Southern African Travel Agents (ASATA) b) IATA c) Any equivalent body	10	6
PROJECT LEADER EXPERTISE			
Project Leader expertise: Number of years active in the field of Travel & Tourism >10 years – 20 points 6 – 10 years – 15 points 5 years – 10 points Less than 5 years – 0 points	Provide CV of project leader	20	15
TOTAL		60	36

- 1 Bidders must obtain minimum of 36 out of 60 points to qualify for the evaluation of price and preference points.**
- 2 Bidders must obtain minimum required points for each sub-criterion.**

B. Price and Specific goals

Price : 80
 Specific Goals: 20

Maximum points of 20 points will be awarded to tenderer for the specific goals for the tenderer; points scored on specific goals will be added to the points scored for price. Bidders are required to submit evidence as requested below to be able to be awarded points. Failure to submit evidence as required will result on bidders not being awarded points.

Specific Goals	Points	Points Claimed (Bidders must claim points)	Evidence required
1.HDI			
1.1 51 % owned by Black	4		Attach copy of Identity documents of

1.2 51 % owned by Women	2		Directors, Central Supplier database form (CSD) and Company Registration Documents.
1.3 51 % owned by Youth	2		
1.4 51 % owned by Disabled	2		
2. Locality			
Within the boundaries of the Joe Gqabi District Municipality (JGDM)	10		Attach a proof of company office address (Municipal account of owner of the relevant premises, not older than 90 days or Municipal Clearance certificate or lease agreement clearly ascribing responsibility of municipal services/ levies (Lessor or Lessee) or proof of address and affidavit from village residents only). Address as noted on the CSD shall be deemed to be the bidders address.
Within the boundaries of the Eastern Cape but outside JGDM	5		
Outside of the boundaries of the Eastern Cape	0		
Total	20		

NB: Failure to submit evidence as required will result on bidders not being awarded points.

GENERAL CONDITIONS

General conditions of the contract will apply in this bid.

DURATION

36 months

VALIDITY OF THE BID

120 days validity

BRIEFING SESSION

Virtual Non-compulsory

RECEIPT, CLOSING DATE AND OPENING OF THE BID PROPOSALS

Completed tender documents must be placed in a sealed envelope clearly marked “**PROVISION OF TRAVEL AGENCY SERVICES TO THE JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS: JGDM2025/26-021**”. These must be deposited in the Tender Box of Joe Gqabi District Municipality, situated outside the front entrance of Main Offices Building, at Corner of Cole and Graham Streets, Barkly East not later than 12H00 (Noon) on the **24 March 2026**.

SUPPLY CHAIN MANAGEMENT POLICY PREREQUISITES

The Joe Gqabi District Municipality [JGDM] has identified a general set of prerequisites for procurement. Bids will not be considered should the prerequisites not be met.

1.1 GENERAL PREREQUISITES

Introduction

This Section covers a general set of prerequisites that have been identified for supply chain management by the JGDM. All Bidders must submit the information requested below. Pro-forma data sheets can be found in the Annexures. Bidders will not be considered should the prerequisites not be met.

Criteria

- a) Proof of company registration and/or any other form of legal standing must be submitted by all bidders and the company composition form must be completed. See **Annexure "E"**.
- b) The Declaration of Interest form must be completed.
- c) The bid document must be completed in all respects in black ink.
- d) Bids must be submitted on original bid documents.
- e) Bid documents must remain intact and no portion may be detached.

Joint Ventures

- f) A joint venture that is awarded a contract with JGDM must be registered as a separate company with the Registrar of Businesses.
- g) The joint venture must be registered with South African Revenue Services.
- h) A separate bank account must be in place for the joint venture.

Clauses (f) and (h) will only be applicable after the awarding of the contract to the successful bidder.

JOE GQABI DISTRICT MUNICIPALITY

REFERENCE FORM OF BIDDER

ASSESSMENT OF BIDDERS PERFORMANCE BY INDEPENDENT REFERENCE

(This must be sent by the bidder to the references listed in the Experience of Tenderer schedule. All assessment forms must be attached to the tender submission.)

Name of Bidder	
Contract /Tender Number (If Applicable)	
Value of Contract	R
Date of commencement	
Contract Duration	
Contract Completion Date	

YOUR ASSESSMENT OF THE SERVICE PROVIDER'S PERFORMANCE IN THE FOLLOWING AREA	1	2	3	4	5
Please tick one of the blocks on the right hand side, 1=Poor, 5=Excellent					
Turn-around times					
Quality of feedback					
Accessibility and availability					
Reliability					
Customer satisfaction					
1=Poor; 2=Unsatisfactory; 3= Average; 4=Good; 5=Excellent					

COMMENTS

Name of person Completing this assessment form	
Designation (Only Director or relevant representative may sign)	

this form)	
Representing Firm	
Telephone number	
Email Address	
Date of Assessment	

OFFICIAL COMPANY STAMP	CLIENT'S COMPANY STAMP
SIGNATURE OF OFFICIAL RESPONSIBLE FOR COMPLETING ASSESSMENT FORM	

GENERAL CONDITIONS OF BID

1. INTERPRETATION

The word "Bidder" in these conditions shall mean and include any firm of Contractors or any company or body incorporated or unincorporated.

The word "Municipality" in these conditions shall mean the Joe Gqabi District Municipality.

2. EXTENT OF BID

This contract is for "**PROVISION OF TRAVEL AGENCY SERVICES TO THE JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS: JGDM2025/26-021**"

3. CONTRACT TO BE BINDING

The formal acceptance of this Bid by the Municipality will constitute a contract binding on both parties, and the Municipality may require sureties to its satisfaction from the contractor, for the due fulfilment of this contract.

4. MODE OF BID

All Bids shall be completed and signed: All forms, annexures, addendums and specifications shall be signed and returned with the Bid document as a whole. **The lowest or any Bid will not necessarily be accepted.**

5. QUALITY

Should the specifications and / or descriptions not address any aspects of quality as specified, this should be clarified with the Municipality prior to the submission of a Bid.

6. INSURANCE CLAIMS, ETC.

The Council and Municipality shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The contractor shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfillment of this contract and shall indemnify the Council and the Municipality against all risks or claims which may arise.

It will be required from the successful Bidder to submit proof of insurance or any other valid form of indemnification to Council for scrutiny. Failure to do so within 14 (fourteen) days of acceptance of this Bid will be deemed to be a material breach of this contract and will render the contract null and void.

7. SIGNING OF DOCUMENTS

Bidders are required to return the complete set of documents duly signed.

8. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE

All Bids must remain valid for a period of one hundred and twenty (120) days from the closing date as stipulated in the Bid document.

8.1 PENALTY PROVISION

Should the successful Bidder (s):

- [a] Withdraw the Bid during the afore-mentioned period of validity; or
- [b] Advise the Municipality of his / her / their inability to fulfil the contract; or
- [c] Fail or refuse to fulfill the contract; or
- [d] Fail or refuse to sign the agreement or provide any surety if required to do so;

Then, the Bidder will be held responsible for and is obligated to pay to the Municipality:

- [a] All expenses incurred by the Municipality to advertise for or invite and deliberate upon new Bids, should this be necessary.
- [b] The difference between the original accepted Bid price (inclusive of escalation) and:
 - [i] A less favourable (for the Municipality) Bid price (inclusive of escalation) accepted as an alternative by the Municipality from the Bids originally submitted; or
 - [ii] A new Bid price (inclusive of escalation).

9. VALUE ADDED TAX

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

VAT must be included in the Bid price, but must be shown separately (this applies only to VAT vendors).

10. PRICE ESCALATION

In line with consumer price index (CPI%) percentage from month 13 and 25 after appointment.

11. AUTHORITY TO SIGN BID DOCUMENTS

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Municipality at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity.

12. DURATION OF THE CONTRACT

3 Years

13. DELIVERY PERIODS

In line with terms of reference

14. CLOSING DATE / SUBMITTING OF BIDS

Completed bid documents must be placed in a sealed envelope clearly marked “**PROVISION OF TRAVEL AGENCY SERVICES TO THE JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS: JGDM2025/26-021**” must be placed in the formal Tender Box situated outside the Main Building – JOE GQABI DISTRICT MUNICIPALITY, Corner of Cole & Graham Streets, Barkly East before **closing time of 12H00 (Noon) on 24 MARCH 2026.**

N.B. Bids which are not deposited in the relevant bid box on or before the closing date and time will not be considered. Faxed or e-mailed bids will not be considered.

15. BID ENQUIRIES

Technical related enquiries should be directed to Mrs K Seboko (Acquisitions Coordinator) by e-mail to keitu@jgdm.gov.za during normal office hours. (Between 07H30 to 16H00, Monday to Friday) – Tel: 045 979 3145

Evaluation criteria related enquiries should be directed to Mr T. Maseko (SCM Manager) at Joe Gqabi District Municipality by email to: masekot@jgdm.gov.za during normal office hours. (Between 07H30 to 16H00, Monday to Friday – Tel: 045 979 3160

GENERAL CONDITIONS OF CONTRACT

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GENERAL CONDITIONS OF CONTRACT

1. Definitions

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 provider, 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 provider 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 the 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 provider 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 provider and not involving the provider’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 provider 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 provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land 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 provider covered under the contract.
- 1.25 **“Written”** or **“in writing”** means hand-written 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 (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise 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 Invitations to bid are usually published in locally distributed news media and in the institution’s website.

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**

- 1. **The provider 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 provider 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.

2. The provider 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.
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 provider's performance under the contract if so required by the purchaser.
4. The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.

1. When a provider developed documentation/projects for the municipality or municipal entity, the intellectual, copy and patent rights or ownership or such documents or projects will vest in the municipality or municipal entity.

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 provider'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 provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

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 purchaser or an organization acting on behalf of the purchaser.

- 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 clause 8.2 & 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 provider.
- 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 analysed 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 provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
- 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. Packaging

- 9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packaging, 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, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- .1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the provider in accordance with the terms specified in the contract.

11. Insurance

- .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.

12. Transportation

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

13. Incidental services

1. The provider may be required to provide any or all of the following services, including additional services, if any:
 - performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - 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 provider of any warranty obligations under this contract; and
 - training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
2. Prices charged by the provider 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 provider for similar services.

14. Spare parts

- .1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:
 - (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider 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 provider 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 provider 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 provider, 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 thirty six (36) 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.
- 15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the provider under this contract shall be specified
- 16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of a valid tax invoice or claim by the provider.
- 16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices

1. Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Increase/decrease of quantities

- 18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Contract amendments

No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

20. Assignment

20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

21. Subcontracts

21.1 The provider 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 provider from any liability or obligation under the contract.

22. Delays in the provider's performance

22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.

22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider 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 provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider'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.

22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.

22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider 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.

22.5 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 provider'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 provider.

23. Penalties

23.1 Subject to GCC Clause 25, if the provider 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 good 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.

24. Termination for Default

- 24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:
- (a) if the provider 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 provider fails to perform any other obligation(s) under the contract; or
 - (c) if the provider, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 24.2 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 provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

25. Anti-Dumping and Counter-Vailing Duties and Rights

- 25.1 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 provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider 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.

26. Force Majeure

- 26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider 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.
- 26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider 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.

27. Termination for Insolvency

27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, 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.

28. Settlement of Disputes

28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider 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.

28.2 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 provider 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.

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

28.4 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 provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

29. Limitation of Liability

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

- (a) the provider 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 provider to pay penalties and / or damages to the purchaser; and
- (b) the aggregate liability of the provider 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.

30. Governing Language

30.1 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.

31. Applicable Law

31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

32. Notices

32.1 Every written acceptance of a bid shall be posted to the provider 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.

32.2 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.

33. Taxes and Duties

33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.

33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

34. Transfer of Contracts

34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.

35. Amendment of Contracts

35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE JOE GQABI DISTRICT MUNICIPALITY					
BID NUMBER:	JGDM2025/26-021	CLOSING DATE:	24 MARCH 2026	CLOSING TIME:	12:00 (NOON)
DESCRIPTION	PROVISION OF TRAVEL AGENCY SERVICES TO THE JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

JOE GQABI DISTRICT MUNICIPALITY
CORNER OF COLE AND GRAHAM STREET
BARKLY EAST
9786

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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE (SCM)	DEPARTMENT	FINANCE SERVICES
CONTACT PERSON	THOMAS MASEKO	CONTACT PERSON	KEITUMETSE SEBOKO
TELEPHONE NUMBER	045 979 3160	TELEPHONE NUMBER	045 979 3145

FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	masekot@jgdm.gov.za	E-MAIL ADDRESS:	keitu@jgdm.gov.za

**PART B
TERMS AND CONDITIONS FOR BIDDING**

(MBD1)

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 ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA .
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> 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 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

DATE:

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) an executive member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 80/20 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 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
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.

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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t}{P_{min}} \right)$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

80/20	or	90/10
--------------	-----------	--------------

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

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 allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI				
51% owned by Black		4		
51% owned by Women		2		

51% owned by Youth		2		
51% owned by Disabled		2		
LOCALITY				
Within the boundaries of the Joe Gqabi District Municipality (JGDM)		10		
Within the boundaries of the Eastern Cape but outside JGDM boundaries		5		
Outside of the boundaries of the Eastern Cape		0		
TOTAL POINTS		20		

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
 - 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:

.....

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;

- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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 **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.**

10. 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.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

ANNEXURE C
COMPANY DETAILS

The following company details schedule must be completed to ensure that the prerequisite requirements to bidding are met.

Registered Company Name:.....
.....

Company Registration Number:

VAT Number:

Bank Name and Branch:

Bank Account Number:

Professional Registration Details:

.....

.....

.....

.....

Professional Indemnity Details:

.....

.....

ANNEXURE D

JOINT VENTURE DISCLOSURE FORM

GENERAL

- i) All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be used and attached to the original documents.
- ii) A copy of the joint venture agreement must be attached to this form, in order to demonstrate the Affirmable, Joint Venture Partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:
 - a) the contributions of capital and equipment
 - b) work items to be performed by the Affirmable Joint Venture Partner's own forces
 - c) work items to be performed under the supervision of the Affirmable Joint Venture Partner.
- iii) Copies of all written agreements between partners concerning the contract must be attached to this form including those, which relate to ownership options and to restrictions/limits regarding ownership and control.
- iv) ABE partners must complete ABE Declaration Affidavits.
- v) The joint venture must be formalised. All pages of the joint venture agreement must be signed by all the parties concerned. A letter/ notice of intention to formalise a joint venture once the contract has been awarded will not be considered.
- vi) Should any of the above not be complied with, the joint venture will be deemed null and void and will be considered non-responsive.
- vii) A joint venture that is awarded a contract with JGDM must be registered as a separate company with the Registrar of Businesses.
- viii) The joint venture must be registered with South African Revenue Services.
- ix) A separate bank account must be in place for the joint venture.

1. JOINT VENTURE PARTICULARS

- a) Name:
- b) Postal address:
.....
.....
.....
- c) Physical address:
.....

.....

d) Telephone:

e) Fax:.....

2. IDENTITY OF EACH NON-AFFIRMABLE JOINT VENTURE PARTNER

2.1(a) Name of Firm:.....

Postal Address:.....

Physical Address:

Telephone:

Fax:.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

2.2(a) Name of Firm:.....

Postal Address:.....

Physical Address:

Telephone:

Fax:.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

(Continue as required for further non-Affirmable Joint Venture Partners)

3. IDENTITY OF EACH AFFIRMABLE JOINT VENTURE PARTNER

3.1(a) Name of Firm:.....

Postal Address:.....

Physical Address:

Telephone:

Fax:.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

3.2 (a) Name of Firm:.....
 Postal Address:.....
 Physical Address:
 Telephone:
 Fax:.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

3.3(a) Name of Firm:.....
 Postal Address:.....
 Physical Address:
 Telephone:
 Fax:.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

4. **BRIEF DESCRIPTION OF THE ROLES OF THE AFFIRMABLE JOINT VENTURE PARTNERS IN THE JOINT VENTURE**

.....

5. **OWNERSHIP OF THE JOINT VENTURE**

A) **AFFIRMABLE JOINT VENTURE PARTNER OWNERSHIP PERCENTAGE(S)%**

b) **Non-Affirmable Joint Venture Partner ownership percentage(s)%**

c) **Affirmable Joint Venture Partner percentages in respect of: ***

(i) Profit and loss sharing

(ii) Initial capital contribution in Rands

.....

.....
 (*Brief descriptions and further particulars should be provided to clarify percentages).

(iii) Anticipated on-going capital contributions in Rands

.....

(iv) Contributions of equipment (specify types, quality, and quantities of equipment) to be provided by each partner.

.....

5. RECENT CONTRACTS EXECUTED BY PARTNERS IN THEIR OWN RIGHT AS PRIME CONTRACTORS OR AS PARTNERS IN OTHER JOINT VENTURES

	NON-AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

	AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

7. CONTROL AND PARTICIPATION IN THE JOINT VENTURE

(Identify by name and firm those individuals who are, or will be, responsible for, and have authority to engage in the relevant management functions and policy and decision making, indicating any limitations in their authority e.g. co-signature requirements and Rand limits).

(a) Joint Venture cheque signing

.....
.....
.....

(b) Authority to enter into contracts on behalf of the Joint Venture

.....
.....
.....

(c) Signing, co-signing and/or collateralising of loans

.....
.....
.....

(d) Acquisition of lines of credit

.....
.....
.....

(e) Acquisition of performance bonds

.....
.....
.....

(f) Negotiating and signing labour agreements

.....
.....
.....

8. MANAGEMENT OF CONTRACT PERFORMANCE

(Fill in the name and firm of the responsible person).

(a) Supervision of field operations

.....

- (b) Major purchasing
.....
- (c) Estimating
.....
- (d) Technical management
.....

9. **MANAGEMENT AND CONTROL OF JOINT VENTURE**

- (a) Identify the “managing partner”, if any,
.....
.....
.....
.....

- (b) What authority does each partner have to commit or obligate the other to financial institutions, insurance companies, suppliers, subcontractors and/or other parties participating in the execution of the contemplated works?
.....
.....
.....
.....

- (ii) Number currently employed by the Joint Venture
.....

- (c) Number of operative personnel who are not currently in the employ of the respective partner and will be engaged on the project by the Joint Venture
.....

- (d) Name of individual(s) who will be responsible for hiring Joint Venture employees
.....

.....
(e) Name of partner who will be responsible for the preparation of Joint Venture payrolls

.....
.....

10. CONTROL AND STRUCTURE OF THE JOINT VENTURE

Briefly describe the manner in which the Joint Venture is structured and controlled.

.....
.....
.....
.....
.....

The undersigned warrants that he/she is duly authorized to sign this Joint Venture Disclosure Form and affirms that the foregoing statements are true and correct and include all material information necessary to identify and explain the terms and operations of the Joint Venture and the intended participation of each partner in the undertaking.

The undersigned further covenants and agrees to provide the Employer with complete and accurate information regarding actual Joint Venture work and the payment therefore, and any proposed changes in any provisions of the Joint Venture agreement, and to permit the audit and examination of the books, records and files of the Joint Venture, or those of each partner relevant to the Joint Venture, by duly authorized representatives of the Employer.

Signature:.....

Duly authorized to sign on behalf of:.....

Name:.....

Address:.....

Telephone:.....

Date:

Signature:.....

Duly authorized to sign on behalf of:.....

Name:.....

Address:.....

Telephone:.....

Date:

Signature:.....

Duly authorized to sign on behalf of:.....

Name:.....

Address:.....

Telephone:.....

Date:

Signature:.....

Duly authorized to sign on behalf of:.....

Name:

Address:

Telephone:.....

Date:

(Continue as necessary)

ANNEXURE E

COMPANY COMPOSITION

GENERAL

All information must be filled in spaces provided. If additional space is required, additional sheets may be attached. The onus is on the bidder to fill in all the information. Failure to do so will result in points being lost under equity. The full company composition is required including HDI and Non-HDI status. The ownership must accumulate to 100%.

NAME	IDENTITY NUMBER	CITIZENSHIP	HISTORICALLY DISADVANTAGED INDIVIDUALS STATUS (Y/N)	DISABILITY	FEMALE	DATE OF OWNERSHIP	%OWNED	VOTING %

ANNEXURE F

BID CHECK LIST

All JGDM Individuals bid documents will have the typical bid check list as an attachment. This list is to assist all bidders to submit complete bids.

Bidders are to check the following points before the submission of their bid,

Please mark with X (Yes/No)	YES	NO
1. All pages of the bid document have been read by the bidder		
2. Declarations pages completed and signed		
2. All pages requiring information have been completed in black ink.		
3. The Schedule of Quantities has been checked for arithmetic correctness.		
4. Totals from each sub section of the Schedule of Quantities have been carried forward to the summary page (if applicable)		
5. The total from the summary page has been carried forward to the Bid Form (MBD 1)		
6. Surety details have been included in the bid (If Applicable)		
7. All sections requiring information have been completed.		
8.SARS pin and Tax Reference number declared by bidder (page1 of the bid document)		
9. National Treasury's Central Supplier Database (CSD) number declared by bidder (page1 of the bid document).		
10. Bidder attached any of the following:		
a)Municipal Account (for local and district municipality)or		
b)Municipal Clearance Certificate or		
c)Lease agreement or (if the tenant is responsible for rates and services account must be attached)		
d)Proof of address and affidavit from village residents only		
Failure to submit any of the above mentioned will results in the bid being deemed non-responsive or bidder not being awarded points		
11.The bid document is submitted before 12h00 on the due date at the designated bid box of the JGDM		

DECLARATION BY BIDDERS

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this quotation form and that I / we accept the conditions in all respects.
 I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our quotation and that I / we elect domicillium citandi et executandi in the Republic at:

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our quotation: that the price quoted cover all the work items specification in the quotation documents and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

SIGNATURE	NAME (PRINT)	
CAPACITY	DATE	
NAME OF FIRM		
WITNESS 1	WITNESS 2	