

BID NO. 38/2022: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL AGENCY SERVICES FOR SARAH BAARTMAN DISTRICT MUNICIPALITY

Bids are invited from experienced service providers for the appointment of a service provider to provide travel agency services for Sarah Baartman District Municipality for a three-year period. Potential bidders must be registered as a member with the Association of South Africa Travel Agency (ASATA) and be accredited with the International Air Transport Association (IATA). Failure to submit proof in the name of the bidding company will render the bid non-responsive.

Bid documents with the necessary specifications may be obtained at may be obtained at a non-refundable cost of R110.00 from the Supply Chain Management Unit, 4th Floor, 32 Govan Mbeki Avenue, Port Elizabeth, tel. 041 508 7007. Alternatively, bid documents may be downloaded free of charge from the E-Tender Portal (<https://etenders.treasury.gov.za>) or the municipal website (<https://sarahbaartman.co.za>).

The bids will be evaluated on the 80/20 preferential points system, as per the Preferential Procurement Regulations, 2017, as well as on functionality. Bidders that do not obtain a minimum score of 70% on functionality criteria will be excluded from further evaluation.

Functionality will be assessed as follows:

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBLE SCORE (MPS)
Experience of Company in the Provision of Travel Agency Services	20	Max 5	100
Dedicated Travel Agency Consultant	15		75
TOTAL	35(TW)		175 (MPS)

Where: 1 = Poor, 2 = Acceptable, 3 = Good, 4 = Very Good, 5 = Excellent

Bids in a sealed envelope clearly marked “**BID NO. 38/2022: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL AGENCY SERVICES FOR SARAH BAARTMAN DISTRICT MUNICIPALITY**” must be placed in the Bid Box, 4th Floor, 32 Govan Mbeki Avenue, Port Elizabeth, before 12h00 noon on **Friday 11 November 2022**. Thereafter bids will be opened in public in the Committee Room No. 1, 6th Floor, 32 Govan Mbeki Avenue, Port Elizabeth.

Prospective bidders must be registered on the Central Supplier Database (CSD). Failure to comply shall render the bid non-responsive. Failure to submit any other compulsory document(s) shall render the bid non-responsive.

The original document collected from the municipality must be submitted or, if the documents are printed from the websites, printed documents must be submitted. Bids may only be submitted on the bid documentation provided by the municipality.

Late, incomplete, facsimile or emailed bids will not be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. SBDM reserves the right to accept part of or the full bid.

NOTICE NO. 70 OF 2022 DATED 11 NOVEMBER 2022
U DANIELS
MUNICIPAL MANAGER
SARAH BAARTMAN DISTRICT MUNICIPALITY
P O BOX 318
PORT ELIZABETH
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