



# ADVERT

DATE ADVERTISED: 31/08/2022

EMALAHLENI LOCAL MUNICIPALITY

Bids are hereby re- invited for the Emalahleni Local Municipality project as per the following description:

BID NUMBER	BID NAME/DESCRIPTION	POINTS ALLOCATION	COMPULSORY CLARIFICATION MEETING	BID CLOSING DATE & TIME
ELM/2/8/2022T	PROVISION OF TRAVEL AGENCY SERVICES FOR A PERIOD OF THREE YEARS	80/20	Wednesday 07 September 2022 at 11:00 am at Emalahleni Main Office Council chamber Cacadu	14 September 2022 at 12:00

Bid documents will be available from the **31 August 2022** on the Emalahleni Local Municipality Municipal Website: [www.emalahlenilm.gov.za](http://www.emalahlenilm.gov.za) and e-tender portal.

Project and all bidding enquiries shall be directed to **Mrs. N Mzwana** on **082 654 7893/** at [mzwanan@emalahlenilm.gov.za](mailto:mzwanan@emalahlenilm.gov.za) during normal office hours (**08h00-16h30**).

Completed bids and supporting documentation, placed in a sealed envelopes clearly written on the outside as per the bid document: e.g. "**BID NO: ELM/2/08/2022T, Provision of Travel agency services for a period of three years**" must be dropped in the marked bid box placed at the reception of the Emalahleni Local Municipality offices at 37 Indwe Road in Lady Frere not later than **12h00 on the dates as mentioned above**, all the received bids will be opened in public.

**Functionality : 100 points, Minimum qualifying points will be 70 for further evaluation.**

<b>STAGE 1</b>	
<b>FUNCTIONALITY</b>	<b>POINTS ALLOCATION</b>
Company experience	40
Key Personnel	25
Company Affiliation	35
Total	100
<b>STAGE 2</b>	
Price	80
BEE	20
Total	100

**BIDS WILL BE EVALUATED ON THE BASIS OF RESPOSIVENESS FIRST THEN FUNCTIONALITY AND ONLY RESPONSIVE BIDS WILL BE EVALUATED ON PRICE AND B-BBEE STATUS CONTRIBUTOR AT 80/20 POINTS BASIS AS INDICATED FROM THE ABOVE TABLE. PREFERENTIAL POINTS ARE ALLOCATED/ AWARDED IN ACCORDANCE TO PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 5 OF 2000 (PPPFA) AND THE PPPFA REGULATIONS OF 2017.**

## **BIDDERS SHALL TAKE NOTE OF THE FOLLOWING:**

- Bidders will be adjudicated in accordance with the Municipality Supply Chain Management Policy and in terms of Preferential Procurement Policy Framework Act new regulations of 2017 and will be based on the 80/20 points system.
- The Validity period of Bids is 90 days from the closing date of bids.
- Submit a company registration certificate (C.K document).
- Bidders must submit a Tax Compliance status document with Pin issued by South African Revenue Services (SARS).
- **Bidders must submit a Bank stamped letter with a bank rating code B not older than 3 months**
- Submit all director's certified ID copies as reflecting on the company registration document.
- Submit a certified copy or an original BBBEE status level Certificate/ a sworn affidavit in terms of the Amended B-BBBE codes.
- Submit proof of registration summary on Central Supplier Database (CSD).

- All municipal rates and taxes of the supplier must be paid where the business has its head or regional office. Latest billing clearance certificate or account statement not older than 3 months must be submitted with the bid, or if the property is being leased then lease agreement must be attached, failure to do so will result in the bid being disqualified. **NB** the billing clearance certificate is only applicable to bidders who operate their business in an area or property that is not billed by the municipality.
- Completed MBD1, MBD 3.3, MBD4, MBD 6, MBD 7, MBD 8 and MBD 9.
- All certified documents must not be older than three (03) months.
- All other pre-requisites as detailed in the bid documents shall apply.
- Failure to complete all the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned bids will not be considered.

Emalahleni Local Municipality encourages all service providers to exercise safety guidelines for prevention of corona virus transmission and apply general hygiene protocols as recommended by the Department of Health. The Municipality cannot be held liable for any loss, damages, or inconvenience weather, technical, financial or health related, which may arise from the COVID-19 Pandemic or the national lockdown and its regulations and alert levels.

Emalahleni Local Municipality does not bind itself to accept the lowest or any bid and reserves the right not to accept the whole or any part of the bid.

  
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 VC MAKEDAMA  
 MUNICIPAL MANAGER