

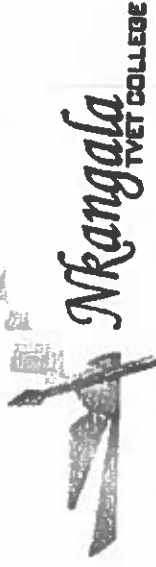


higher education
& training

Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Central Office

Cnr Haig & Northey
P.O.Box 2282
WITBANK
1035



Nkangala TVET College, hereby invites experienced and suitably qualified Service Providers to tender for the following: service.

TENDER NUMBER	TENDER DESCRIPTION	CLOSING DATE AND TIME OF TENDERS
NKTvet/ 2025/07/01	REQUEST FOR PROPOSAL FROM A PROSPECTIVE SUPPLIERS FOR A PANEL OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF THREE (03) YEARS	TUESDAY, 29 JULY 2025 AT 11H00

Tender documents can be downloaded from E-tenders website at www.etenders.gov.za on Tuesday, 08 July 2025. Interested bidders are required to pay a non-refundable charge of R 300.00 (VAT Included). Payment account details: Account holder: **Nkangala TVET College**, Account Number: 4087908300, Branch Code: 632005) Bank Name: Absa (NB: Reference must be in the name of the Bidding Company)

Sealed tenders must be deposited into the tender box situated at: Nkangala TVET College, Central Office, Cnr. Haig and Northey Streets, Witbank 1035. Late bids will not be accepted.

Enquiries can be directed to:

Mr. MM Mashabela by email: Mashabela.m@ntc.edu.za

Correspondence will be limited to shortlisted tenderers only. Should you not be contracted by the Institution within 90 days after the closing date of the tender, please consider your proposal unsuccessful. Late tenders will be disqualified from the bidding process.

Nkangala TVET College does not bind itself to accept the lowest bid and reserves the right to accept the bid as a whole, in part or not at all. Nkangala TVET College is committed to both the principle and practical implementation of the Procurement Policy of Broad-Based Black Economic Empowerment (B-BBEE). No facsimile, late and/or electronic tenders will be accepted.



higher education

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**NKANGALA TVET COLLEGE REQUESTS PROPOSALS FROM A TRAVEL MANAGEMENT BIDDERS TO
PROVIDE TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF THREE (03) YEARS.**

NKTVET/2025/07/01

PLEASE INDICATE NAME OF YOUR COMPANY

NKANGALA TVET COLLEGE REQUESTS PROPOSALS FROM A TRAVEL MANAGEMENT BIDDERS TO PROVIDE TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF THREE (03) YEARS.	
RFP NUMBER:	NKTVET/2025/07/01
RFP ISSUE DATE:	06 JULY 2025
CLOSING DATE AND TIME:	29 JULY 2025 TIME: 11h00
RFP VALIDITY PERIOD	90 DAYS
DESCRIPTION:	REQUEST FOR PROPOSALS FOR APPOINTMENT OF A TRAVEL MANAGEMENT BIDDERS TO PROVIDE TRAVEL MANAGEMENT SERVICES AT NKANGALA TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS
RESPONSES TO THIS RFP SHOULD BE:	PLACED IN THE TENDER BOX AT THE RECEPTION AT THE CENTRAL OFFICE, 06 CNR HAIG & NORTHEY STREET, WITBANK, 1035 BY NOT LATER THAN 29 JULY 2025 AT 11H00
ENQUIRIES	Mr. MM Mashabela mashabela.m@ntc.edu.za <u>013 6901885</u>

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1. BACKGROUND

Nkangala TVET College invites proposals from experienced and suitably qualified service providers to serve in the **panel of two (02)** to provide Travel Management Services at Nkangala TVET College for a period of **three (03) years**.

Nkangala TVET College needs a service provider for travel and accommodation management for its employees and students.

2. PURPOSE

The service provider will be responsible for flight and accommodation bookings, including venues for meetings and car rental bookings at reasonable prices.

3. SCOPE OF WORK

To provide a travel management service encompassing the below;

- 3.1. Travel
- 3.2. Accommodation
- 3.3. Ground transportation
- 3.4. Other travel related services

The functions of the service provider will include:

- 3.5. Flight bookings – Domestic and International,
- 3.6. Accommodation bookings – Domestic and International, **(3 to 5 star)**
- 3.7. Car Rental and shuttle services
- 3.8. Negotiations on behalf of Nkangala TVET College for corporate travel managements and group discounts in respect of airlines, hotels, car rentals, tours etc.
- 3.9. Visa and foreign exchange arrangements where applicable,
- 3.10. Assisting with the arrangements in securing international driver's licenses
- 3.11. Arranging parking at airports
- 3.12. Arranging and obtaining travel insurance
- 3.13. Venue bookings,
- 3.14. Value added services,
- 3.15. Monthly reporting on travel management activities and transactions,
- 3.16. Invoice and credit note administration in accordance with Nkangala TVET College ERP requirements.

4. COMPULSORY RETURNABLE DOCUMENTS

- 4.1. **Attach detailed Business profile which will cover the following items:**
 - 4.1.1. Demonstratable capabilities of the team, including the number of years of experience and qualifications.
 - 4.1.2. Financial strength and viability.
 - 4.1.3. Evidence of track record in similar assignments undertaken in Domestic and International Travel experience.
- 4.2. CSD Report summary/detail (not older than three (3) months).
- 4.3. RFP documents with initials every page.
- 4.4. Attach valid proof of registration with the Association of Southern African Travel Agents (**ASATA**).
- 4.5. Attach valid proof of registration with the International Air Transport Association (**IATA**).
- 4.6. Attach proof of payment for the purchased of the tender document. **An amount R300.00 non-refundable, payable to the following Bank Account: ABSA Bank, Account number: 4087908300, Branch Code: 632005 NB: Reference must be in the name of bidding company**
- 4.7. Company Registration Documents (If a Joint Venture, joint venture agreement) in case of a joint venture all the parties must comply with all the requirements as stated.
- 4.8. Board resolution (provide a valid board resolution if not a sole Proprietor).
- 4.9. The following documents must be completed and signed where applicable and submitted as a complete set: **SBD4 FORMS**

5. Conditions for selection/short-listing

- 5.1.** Bids submitted will be adjudicated by Nkangala TVET College using 80/20 functionality scoring system that awards points in line with the guidelines of the Supply Chain Management covering the Following items.
- 5.2.** Functionality will be evaluated as follows: Minimum points/score for functionality is 80 percent and any bidder that scores below 80 percent will be disqualified for further evaluation.

6. THE PROPOSAL MUST COVER THE LISTED ITEMS ON THE TABLE

• Please indicate your percentage that you will charge on service indicated below;

6.1. Local and National transaction/booking

NO	Schedule of Services (National)	Profit mark-up %
1.	National Flight Reservations	
2.	National Hotel Reservations	
3.	Group / Conference reservations	
4.	Administration fees for costs/damages incurred in accommodation not covered by accommodation costs (Beverages/losses/damages/ infringements)	
5.	Car Rental Reservations	
6.	Car Rental (Traffic infringements/damages) administration fee per incident.	
7.	After Hour service surcharge (over and above transaction/booking fee)	
8.	Travel insurance	
9.	Costs for re-booking/ changing details of traveler	

6.2. International and cross border transaction

NO	Schedule of Services (International and cross border)	Profit mark-up %
1.	International Flight Reservations	
2.	International Hotel Reservations	
3.	International Car Rental Reservations	
4.	International DriversLicenses	
5.	Obtaining Visa's	
6.	Foreign Exchange	
7.	Daily Delivery Services (if required)	

7. FORMULA:

$$\frac{\text{Allocated points}}{100} \times \text{Total weight} = \text{PERCENTAGE}$$

Stage 2: Price and BBBEE Preference Points

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework act.

Price	80 points
Preference (BBBEE)	20 points
Total	100 points

FORFULA:

$$\frac{\text{Allocated points}}{\text{Total weight}} \times 100 = \text{PERCENTAGE}$$

3.2 Stage 2: Price and BBBEE Preference Points

Nkangala TVET College encourages black economic empowerment through providing opportunities to historically disadvantaged individuals, by unfair discrimination on the basis of race, gender and disability including the implementation of programmers of the Reconstruction and Development Programmers published in Government Gazette No. 16085 dated 23 November 1994

POINTS AWARDED FOR SPECIFIC GOALS

Table 1: Allocation of points for B-BBEE status level of contributor and Specific goals for the tender, evaluation and points claimed are indicated per the table below.

(Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

The specific goals allocated points in terms of this tender.	Number of points allocated (90/10 system)	Number of points allocated (80/20 system)
B-BBEE Status level of Contributor	5	10
1	5	10
2	4	9
3	3	8
4	2	7
5	1	6
6	1	4
7	1	2
8	1	1
Non-Compliant Contributor	0	0
SPECIFIC GOALS	5	10
Youth	5	10
People living with Disabilities	5	10
Women	4	7
Historically Disadvantaged persons	3	6

7.1. B-BBEE Certificates

NB: If your disability status on the CSD is “Yes”, you must provide proof of evidence from registered medical practitioner in order for points to be allocated accordingly.

8. SBD4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise?

Employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name institution	State

SBD4

2.2 Do you, or any person connected with the bidder, have a relationship

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise. with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned,
(name).....in submitting the
accompanying bid, do hereby make the following statements that I certify to be true and
complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium¹ will not be construed as collusive bidding.

SBD4

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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