

TENDER DATA

1.	<p>The Employer is: Dr J.S Moroka Local Municipality 2601/3, Bongimfundo Street, Siyabuswa 0472</p>			
2.	<p>Tender Documents</p> <p>Tendering Procedures Tender notice and invitation to tender Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Supply Chain Management Policy</p>			
3.	<p>Interpretation</p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p>			
4.	<p>Communication.</p> <p>The Employer's Representative is:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 33%; padding: 5px;"> <p>Accounting Officer; Ms. M.M Mathebela</p> <p>Private Bag X 4012 Siyabuswa 0472 Tel: 013 973 1101</p> </td> <td style="width: 33%; padding: 5px;"> <p>Procurement Inq. Mr. A.V Masilela Supply Chain Unit Private Bag X 4012 Siyabuswa 0472 Tel: 013 973 1101</p> </td> <td style="width: 33%; padding: 5px;"> <p>Technical Inquiries. Ms. D.B Klaas</p> <p>Private Bag X 4012 Siyabuswa 0472 Tel: 013 973 1101</p> </td> </tr> </table> <p>4.1. Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.</p>	<p>Accounting Officer; Ms. M.M Mathebela</p> <p>Private Bag X 4012 Siyabuswa 0472 Tel: 013 973 1101</p>	<p>Procurement Inq. Mr. A.V Masilela Supply Chain Unit Private Bag X 4012 Siyabuswa 0472 Tel: 013 973 1101</p>	<p>Technical Inquiries. Ms. D.B Klaas</p> <p>Private Bag X 4012 Siyabuswa 0472 Tel: 013 973 1101</p>
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5.	<p>The Employer's right to accept or reject any tender offer</p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Dr J.S Moroka Local Municipality.</p>
6.	<p>Tenderer Obligations</p> <p>6.1. The Council retains the right to call for any additional information that it may deem necessary</p> <p>6.2. If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:</p> <ol style="list-style-type: none"> 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss <p>6.3. If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.</p> <p>6.4. At the request of the Municipal Manager or his authorized representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,</p>
7.	<p>Proof of warrantee</p> <p>None</p>
8.	<p>Compensation of tendering</p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>
9.	<p>Check documents</p>

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	The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
10.1.	Confidentiality and Copyright of Documents. Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation
10.2.	Briefing Meeting Yes
11.	Submitting tender offer:
11.1.	No Tender document will be considered unless submitted on Council's Official Tender Document.
11.2.	Return all the returnable documents to the employer after completing them.
11.3.	Tenders must be deposited in the tender box clearly quoting the project name: Contract No: JSM/FIN – 01/2026 Appointment of Travel Agency for the Provision of Travel (Flights and Car Hire), Accommodation and Venue Hire Services as and when Required for a period of 36 Months. The employer's address for delivery of tender offers and identification details to be shown on such tender offer package are: Location of tender box : Dr. J.S Moroka Local Municipality Physical address : 2601/3, Bongimfundo Street, Siyabuswa, 0472 Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered
11.4.	All tender received by the Dr. J.S Moroka Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.
11.5.	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered
12.	Closing Time:
12.1.	The time and location for opening of the Tender offers are: Closing Time: 11:00am Closing Date: 21 April 2026 Location: Dr. J.S Moroka Local Municipality 2601/3 Bongimfundo Street Siyabuswa 0472
12.2.	After the opening of the tender proposals, no information relating to the clarification, determination

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	of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the DRJSMLM.								
13.	<p>Pricing the tender</p> <p>State the rates and prices in Rand</p> <p>NB: Should prices be affected by exchange rates and price fluctuations, bidders should take forward cover and this be incorporated in the price tendered.</p>								
14.	<p>Alterations to the tender documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document</p>								
15.	<p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p>								
16.	<p>Tender offer validity</p> <p>The Tender offer validity period is 90 from the closing date.</p>								
17.	<p>Tender clarification after submission</p> <p>A tenderer may request the employer within the time for submission stated in the employer's written request.</p>								
18.	<p>Tender evaluation points</p> <p>18.1. The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.</p> <p>18.2. Preference points for this bid shall be awarded for:</p> <p style="padding-left: 40px;">(a) Price; and</p> <p style="padding-left: 40px;">(b) Specific goals.</p> <p>18.3. The maximum points for this bid are allocated as follows:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: center;">POINTS</th> </tr> </thead> <tbody> <tr> <td>PRICE</td> <td style="text-align: center;">80</td> </tr> <tr> <td>SPECIFIC GOALS</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Total Points with Specific Goals</td> <td style="text-align: center;">100</td> </tr> </tbody> </table>		POINTS	PRICE	80	SPECIFIC GOALS	20	Total Points with Specific Goals	100
	POINTS								
PRICE	80								
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<p>19.</p>	<p>Evaluation of Tenders</p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the DRJSMLM.</p>
<p>19.1.</p>	<p>The following steps will be followed in evaluation.</p> <ol style="list-style-type: none"> 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers. 5. Awarding of points for financial offer. 6. Ranking of tenderers according to the total points 7. Performance of risk analysis by checking the credit record of the tenderers
<p>19.2.</p>	<p>Evaluation Criteria</p> <p>The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved.</p> <p>The tenders shall be considered for further evaluation when they score a minimum of 70 points out the maximum 100 points allocated.</p> <p>Tenders are adjudicated in terms of DRJSMLM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.</p>

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19.3. **Technical adjudication and General Criteria**

A bid not complying with the peremptory requirements stated hereunder will be regarded as not being a “Acceptable bid”, and as such will be rejected.

“Acceptable bid” means any bid which, in all respects, complies with the conditions of bid and specifications as set out in the bid documents, including conditions as specified in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and related legislation as published on Government Gazette number 22549, dated 10 August 2001 including any other amendments made thereafter, in terms of which provision is made for this policy.

Tender responsiveness shall mean tender compliance with all the prescribed key requirements for submission with this tender which are regarded as eliminating factors. Elimination factors include non-compliance with key requirements specified for the following:

- Failure to attach a valid Tax Pin (or in the case of a joint venture, of all the partners in the joint venture).
- Certified copy of company registration certificate (CK) (not a disqualifying factor).
- Full Central Supplier Database (CSD) report (not a disqualifying factor).
- Pages to be completed, removed from the Tender document, and have therefore not been submitted.
- If tender document is not fully completed as required and as stipulated in the tender data.
- All MBD forms must be fully completed.
- If any tender document is tempered with (any typing amendments made on the document).
- Failure to complete the schedule of quantities as required – only lump sums provided.
- Scratching out without initialing next to the amended rates or information.
- Writing over / painting out rates / the use of tippex (without initialing) or any erasable ink, e.g. pencil.
- Failure to attend compulsory site inspections (if applicable).
- The Tender has not been properly signed by a party having the authority to do so, according to the **Form D – “Authority for Signatory”**
- A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted.
- Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.
- The Tenderer’s attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
- Failure to initialize all the pages of the Tender document.
- The Tender has been submitted after the relevant closing date and time.
- Failure to attach a valid signed Joint Venture/Consortium agreement (if applicable).
- Failure to complete and sign Form C1.1 Form of Offer and Acceptance.
- If any municipal rates and taxes or municipal service charges owed by that company or any of its directors to the municipality, or to any other municipality or municipal entity, should not be in arrears for more than **one month** or (lease agreement or Proof of resident accompanied by the rates and taxes not owing for more than one month)
- If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.

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	<ul style="list-style-type: none"> ▪ Attach Curriculum Vitae CVs of key personnel (Project Manager/ Team Leader, Senior Consultant and Junior Consultant). ▪ Certified copies of Qualifications of Project Manager/ Team Leader (Minimum qualification in Tourism Management), Senior Consultant and Junior Consultant. ▪ Proof of employment letter confirming employment for Project Manager/Team Leader, Senior Consultant and Junior Consultant) on the company letter head. ▪ Proof of foreign qualifications approved from SAQA (if applicable). ▪ Recent 3 years audited financial statements. ▪ Agency must be registered with one of the following Association (Association of South African Travel Agents (ASATA)/ International Air Transport Association (IATA)/ African Business Travel Association (ABTA) Affiliation/ Accreditation Proof of ownership/subscription of a Global Distribution System (GDS) /or Central Reservations System (CRS). ▪ BBB-EE certificate or SWORN AFFIDAVIT should be within the financial year of the issued bid. ▪ The bidder must attach proof of a Credit Facility Agreement or a Facility Letter from a lender, detailing the terms, conditions and credit amount, with a minimum of R100,000.00 <p>Size of enterprise and current workload</p> <ul style="list-style-type: none"> ▪ Evaluation of the Tenderer's position in terms of: <ul style="list-style-type: none"> ▪ Previous and expected current annual turnover ▪ Current contractual obligations ▪ Capacity to execute the contract
19.3.3.	<p>Staffing profile</p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> ▪ Staff available for this contract being Tendered for <p>Qualifications and experience of key staff to be utilized on this contract.</p>
19.3.4.	<p>Proposed Key Personnel</p> <p>In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CVs) for the Staff available named and working on full time basis for the Tenderer. The CVs should follow the normal Professional Format as used by Professional Service Providers.</p> <p>Each CV should give at least the following:</p> <ul style="list-style-type: none"> ○ Position in the firm and within the organization of this assignment ○ PDI status (describing population group, gender and disabilities) ○ Educational qualifications ○ Professional Registrations ○ Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest. ○ Language proficiency and ○ References (company name, individual name, position held, contact details) <p>Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the</p>

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	services
19.3.5.	<p>Previous experience</p> <p>The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved</p> <p>The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last five (5) years.</p> <p>Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> ▪ Experience in the relevant technical field ▪ Experience of contracts of similar size <p>Some or all of the references will be contacted to obtain their input.</p>
19.3.6.	The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.
19.3.7.	<p>Financial Bank Letter:</p> <p>Bank Confirmation Letter.</p>
19.3.8.	<p>Good standing with SA Revenue Services</p> <p>The tenderer must attach a valid SARS tax verification PIN</p>
19.3.9.	If the Tender does not meet the requirements contained in the DRJSMLM Procurement Policy, and the mentioned framework, it will be rejected by the Council and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.
19.3.10.	<p>Penalties</p> <p>The Dr. J.S Moroka Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of Council <p>Restrict the contractor, its shareholders and directors on obtaining any business from the Dr. J.S Moroka Local Municipality for a period of 5 years.</p>
19.3.11.	<p>The additional information of Tender maybe requested if there is a need:</p> <p>1 Dr. J.S Moroka Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.</p>

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Dr. J.S Moroka Local Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.

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Tenderer

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FORM B: EVALUATION SCHEDULE: PERSONNEL AND PREVIOUS RELATED WORK EXPERIENCE

The Firm's tender responsiveness in relation to points is therefore summarized as follows:

Summary of Functionality	
Organizing and Staffing	30
Creditors Reference / Proof of Accounts with Creditors	40
Experience of Firm	30
Total	100

A firm must obtain a minimum of 70 points out of the 100 points above to be considered for preferential point system for price and specific goals evaluation.

Organizing and Staffing (Maximum points obtainable 30)

Project Manager / Team Leader: (Maximum Points obtainable 15)

Name:.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	National Diploma in Tourism Management (NQF Level 6), or equivalent.	Yes	4	
	B-Tech or Degree in Tourism Management studies / equivalent or higher.	No	7	
Sub-total			7	
Experience of Team Leader in similar projects		Elimination Factor		
Involvement comparable projects	1 - 3 projects	Yes	2	
	4 - 5 projects	No	4	
	5 + projects and above	No	8	
Sub-total			8	
Total			15	

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Senior Consultant:

(Maximum Points obtainable 10)

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	National Diploma (NQF Level 6) in Tourism Management / equivalent or higher.	No	6	
	Certificate (NQF Level 5) in Tourism, or equivalent/ or higher.	Yes	4	
Sub-total			6	
Years of experience comparable projects	1 - 4 years of experience	Yes	1	
	5 + years of experience and above	No	3	
Sub-total			4	
Total			10	

Junior Consultant:

(Maximum Points obtainable 5)

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	Matric Certificate	Yes	2	
	Certificate in Tourism, or equivalent or higher.	No	3	
Sub-total			3	
Years of experience in comparable projects	1 - 4 years of experience	No	1	
	5 + years of experience and above	No	2	
Sub-total			2	
Total			5	

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ORGANISING AND STAFFING/PERSONNEL		
PERSONNEL	TOTAL	SCORES
Project Team Leader	15	
Senior Consultant	10	
Junior Consultant	5	
TOTAL	30	

CREDITORS' REFERENCES (Maximum Points obtainable 40)

Note: Company's creditor's references/ proof of accounts with creditors

Provide proof of the company's existing accounts which is in the form of verifiable copies (e.g. booking confirmations or reservation documentation) issued with contact details from existing clientele.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company's existing accounts with Hotel Operators in South Africa	1 - 2 letters	Yes	3	
	3 - 5 letters	No	8	
	6 letters and above	No	10	
Sub total			10	
Company's existing accounts with Car Rental Operators in South Africa	1 - 2 letters	Yes	3	
	3 - 5 letters	No	8	
	6 letters and above	No	10	
Sub total			10	
Company's existing accounts with Airport Shuttle Operators	1 - 2 letters	Yes	3	
	3 - 5 letters	No	8	
	6 letters and above	No	10	
			10	

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Sub total				
Company's existing accounts with Airlines in South Africa	1 - 2 letters	No	3	
	3 - 5 letters	No	8	
	6 letters and above	No	10	
Sub-Total			10	
TOTAL			40	

EXPERIENCE OF FIRM (Maximum Points obtainable 30)

Note: Company's previous completed projects

Provide proof of the company's previous completed projects which is in the form of verifiable **appointment letters and reference letters/testimonials** issued with contact details from public and private sectors.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company experience in terms of comparable projects completed	1 - 3 Project	Yes	10	
	4 - 5 Projects	No	20	
	6 Projects and above	No	30	
Sub-Total			30	
TOTAL			30	

TOTAL SCORE _____ /100

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DR JS MOROKA LOCAL MUNICIPALITY



PROJECT NO: JSM/FIN – 01/2026
PROVISION OF TRAVEL AGENCY SERVICES FOR THE PERIOD OF 3 (THREE) YEARS/ 36
MONTHS ON AS AN WHEN REQUIRED.

RETURNABLE DOCUMENTS

Returnable Documents

List of returnable documents.

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Witness 1

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Witness 1

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Witness 2