

**BID INVITATION**

**PROVISION OF THE TRAVELLING AGENCY SERVICES FOR THE PERIOD OF 36 MONTHS**

**BID NO: B5H2024/25-14**

Tenders are invited from experienced service providers for the Rendering of Travelling Agency Services on a three-year performance-based contract. Detailed specifications are contained in the tender document that will be available at the Big5Hlabisa Local Municipality. The bidders with valid accredited rating certificates or proof of exemption will be considered. The tenderer should be accredited by the International Air Transport Association (IATA) and be a member of the Association of SA Travel Agents (ASATA). The following mandatory documents must be submitted with the tender documents:

* Valid SARS Tax Clearance Certificate/ SARS Pin Certificate
* A copy of business entity registration certificate i.e. CK Document
* Certified Id copy(s) of business entity owners.
* A company profile with contactable references.
* Accreditation Certificate from IATA and ASATA.
* Proof of registration on the National Treasury Central Supplier Database (CSD).

**PROVISION OF THE ADVERTISING AGENCY SERVICES FOR THE PERIOD OF 36 MONTHS**

**BID NO: B5H/2024/25-15**

Tenders are invited from experienced service providers for the Rendering of Advertising Agency Services on a three-year performance-based contract. Detailed specifications are contained in the tender document that is available at the Big5Hlabisa Local Municipality. The following mandatory documents must be submitted with the tender documents:

* Original Tax Clearance Certificate/ SARS Pin Certificate
* Company Profile with contactable references
* Company Registration Certificate/CK Document
* Certified ID Copies of business entity owners
* Registration with Relevant Professional Board (Compulsory)
* Proof of registration on the National Treasury Central Suppliers Database (CSD)

**Evaluation Criteria for the above bids**

Big 5 Hlabisa Municipality subscribes to the preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) New preferential procurement regulations 2022. The 80/20 preference point system shall be applicable during the evaluation and adjudication of bids.

First Stage: Mandatory documents & checking whether are fully completed and signed then Functionality, 100% (Minimum threshold of 70%) being 50% for Experience and 50% for Capacity (minimum of 2 Current projects) and Second Stage: Preferential Points System (80/20); 80 for Price and 20 for specific goals. Only bidders who pass the first stage with a minimum of 70% will then be evaluated further in the second stage. **Second stage:** - Preferential Point System (80:20); 80 for price and 20 for specific goals. ***Only bids which pass the first stage with a minimum of 70% for functionality will then be evaluated further in the second stage.***

**Big 5 Hlabisa Local Municipality will be using the following preferential specific goals to allocate points.**

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| --- | --- | --- |
|  **The specific goals allocated points in terms of this tender**  |  **Number of points Allocated. (80/20 system)**  |  **Documents Required for Verification**  |
|  Woman  |  5  |  ID copy of Director/Owner and CSD  |
|  Youth  |  5  |  ID copy of Director/Owner and CSD  |
|  African (Black)  |  5  |  ID copy of Director/Owner and CSD  |
|  Within uMkhanyakude District  |  5  |  Company CSD & Proof of residence  |

**BID DOCUMENTS** will be availableand paid at Big 5 Hlabisa Municipality Cashiers’ at a non-refundable amount of **R600.00 Documents shall be reserved at Finance Department revenue section- Contact person: Miss S.L Ntshangase on** **slntshangase@big5hlabisa.gov.za** **during weekdays on Monday to Friday from 07h30 to 16h00 as from the 14th of February** **2025**.

**CLOSING DATE**: Completed and sealed bid documents bearing the Bid name and number must be placed in the tender box at the Municipal Offices, **lot 808, Off Masson Street, Hlabisa, 3937** on or before **10h00 on Friday the 07th of March 2025**. Telegraphic, telephonic, telefax, facsimile, e-mailed and late bids will not be accepted. Envelopes containing the bid document should be clearly marked with the returnable address at the back of the envelope. All bids submitted must remain valid for 90 days after the closing date.

**Enquiries should be directed to the Manager: SCM, Mr SL Mdletshe on 035 838 8500 or the Chief Financial Officer, Mr JM Nkosi on 035 838 8500 during office hours. (7:30am-4pm**)

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**Mr LMV Cele**

**Municipal Manager**

**29 January 2025**