

JOE GQABI DISTRICT MUNICIPALITY



PROVISION OF TRAVEL AGENCY SERVICES IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS: JGDM2022/23-021

NAME OF BIDDER:

CSD REGISTRATION NUMBER

SARS PIN

TAX REFERENCE NUMBER:

CLOSING DATE: 15/12/2022

CLOSING TIME: 12:00

PREPARED BY:

JOE GQABI DISTRICT MUNICIPALITY
Corner Cole & Graham Street
Barkly East
9786
Tel-045 979 3000
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INVITATION TO BID – RE ADVERT

PROVISION OF TRAVEL AGENCY SERVICES IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS: JGDM2022/23-021

Joe Gqabi District Municipality invites reputable, suitable qualified and experienced service providers to submit bids for the **“PROVISION OF TRAVEL AGENCY SERVICES IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS”**.

Bid documents will be available from the www.etenders.gov.za and the Joe Gqabi District Municipality website www.jgdm.gov.za. Hard copies of the bid document will be made available from Joe Gqabi District Municipality SCM offices from **FRIDAY, 02 DECEMBER 2022** upon payment of a **non-refundable** fee of R100 (One hundred rand) for each document (either in cash or by means of a bank guaranteed cheque or direct bank deposit to ABSA, 2380000019) made payable to the Joe Gqabi District Municipality. Payments must be made at the Cashier's Office, which is situated at the ground floor, **Cnr of Graham and Cole Streets, Barkly East** between the hours of **08h00** and **15h00** prior to the collection of the bid documents.

A compulsory briefing session will be held at the Committee Room of the Joe Gqabi District Municipality, C/O Graham and Cole Street, Barkly East - **WEDNESDAY, 07 DECEMBER 2022 at 11H00am**.

Completed bid documents must be placed in a sealed envelope clearly marked **“PROVISION OF TRAVEL AGENCY SERVICES IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS: JGDM2022/23-021”** These must be deposited in the Tender Box of Joe Gqabi District Municipality, situated outside the front entrance of Main Offices Building, at Corner of Cole and Graham Streets, Barkly East not later than **12h00 pm on THURSDAY, 15 DECEMBER 2022**.

EVALUATION CRITERIA

The bids will be evaluated on the basis on the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2017), as well as the Joe Gqabi District Municipality's Supply Chain Management Policy 80/20 preference point system will be used.

Stage 1: Functionality: Bids will firstly be evaluated on functionality, and thereafter on a preferential procurement points system.

FUNCTIONALITY CRITERIA	SUB-CRITERIA	POINTS ALLOCATION		Minimum Points
		Criteria	Pts allocated	
Level of experience and expertise	Relevant expertise in the field of Travel and Tourism <u>(provide CV of Project Team Leader)</u>	>10 years	20 pts	15 pts
		5<10 years	15 pts	
		1 to 4 years	5 pts	
	CAPACITY ASSESSMENT Attach copies of any of the following: a. Orders <u>or</u> b. Appointment Letters <u>or</u> c. Contract AND 2. PERFORMANCE ASSESSMENT Corresponding Reference letters from previous clients for each Order, Appointment letter or Contract. Reference letter should include: I. Name of bidder, II. Project Name and Number, III. Project Value, IV. Duration and recommendation from the client.	>5 contracts	35 pts	25 pts
		3 to 4 contracts	25 pts	
		<3 contracts	15 pts	
Registration with Professional Bodies by the Company	<u>Affiliation with the following Professional Bodies by the Company:</u> <u>(provide copies of Affiliation certificates)</u> (a) ASATA (b) IATA	Accreditation with both professional bodies	20 pts	15 pts
		Accreditation with one professional body	15 pts	
		Not accredited	0 pts	
		TOTAL		75

NB: A proposal that scores less than 55 out of 75 points in respect of functionality will be regarded as submitting a non-responsive bid and will not be considered for further evaluation on price and BBBEE points. Bidders must obtain minimum required points for each sub-criterion.

STAGE 2

PRICE AND B-BBEE

PRICE 80

B-BBEE 20

In terms of Regulation 5(2) and 6(2) of the revised Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of- contributions. Submission of a valid B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act(CCA) is a requisite. Sworn affidavits from Exempted Micro Enterprise (EME) with an annual turnover of R10 million and less will be accepted. Bidders will not be disqualified for non-submission of a B-BBEE Verification Certificate but will be declared as non-compliant contributor. Trusts, consortiums or joint ventures are advised to submit a consolidated B-BBEE scorecard. Originally, certified copies must not be older than 3 months.

It must be expressly understood that the Municipality disclaims any responsibility for seeing that Tenders sent by post or delivered in any other way, are lodged in the Tender Box. It is accordingly preferable for the Tenderer to personally ensure that the Tender is placed in the Tender Box by the Tenderer's own staff, or where appropriate, a courier appointed by the Tenderer.

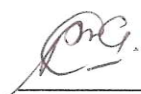
BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- 1. JGDM shall not do business with any person in the service of the state.**
- 2. Bidders must be registered on National Treasury's Central Supplier Database (CSD).**
- 3. The Joe Gqabi District Municipality Supply Chain Management Policy will apply.**
- 4. The Joe Gqabi District Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid and to award to more than one bidder.**
- 5. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.**
- 6. All pages must be signed where necessary.**
- 7. The completed and signed bid document must be submitted as original.**
- 8. Additional annexure(s) is/are accepted only if cross referencing has been done and the page signed**
- 9. Bids submitted are to hold good for a period of 90 days.**
- 10. An originally certified copy of the BBBEE certificate or sworn affidavit must be attached to the tender for BBBEE points to be allocated. In the case of a Trust, Joint Venture, or Consortium, a consolidated BBBEE certificate or sworn affidavit for the parties involved should be attached in order to qualify for BBBEE points.**

11. SARS pin and Tax Reference Number to be declared in the bid (cover page of the bid document). In the case of a Trust, Joint Venture, or Consortium each party to a Trust/Joint Venture/Consortium should submit a separate Tax Clearance Certificate
12. Bid documents must remain intact
13. Attach a proof of company office address (Municipal account not older than 90 days and not in arrears for more than 90 days or Municipal Clearance certificate or lease agreement which must indicate who's responsible for the municipal rates and services or proof of address and affidavit from village residents only) **FOR LOCAL MUNICIPALITY AND DISTRICT MUNICIPALITY** Attach a proof of company office address (Municipal account not older than 90 days and not in arrears for more than 90 days or Municipal Clearance certificate or lease agreement which must indicate who's responsible for the municipal rates and services or proof of address and affidavit from village residents only) **FOR LOCAL MUNICIPALITY AND DISTRICT MUNICIPALITY**
14. Use of Tippex AND erasable ink will render the bid non- responsive.
15. Declaration pages must be fully completed and signed.
16. Joint Ventures/consortiums must provide signed copies of such agreements and all other returnable documents for each partner to the Joint Venture.
17. Failure to complete ALL the supplementary information may result in the bid being deemed non-responsive.

The Council reserves the right to extend the Tender Period and/or alter Conditions of Tender during the Tender Period at its own discretion.

Please refer all enquiries to the Manager: SCM - Ms M. Mlotywa in writing at mamntse@jgdm.gov.za during office hours (08h00-16h00) Monday to Friday.



MR M.NONJOLA
ACTING MUNICIPAL MANAGER