



INVITATION TO TENDER

TENDER NO: 18/09/2022

DESCRIPTION: APPOINTMENT OF PANEL OF TRAVELING AGENCY SERVICE PROJECTS FOR A PERIOD OF 36 MONTHS

Bids are hereby invited from experienced service providers for **APPOINTMENT OF PANEL OF TRAVELING AGENCY SERVICE PROJECTS FOR A PERIOD OF 36 MONTHS**

A NON-REFUNDABLE BID document fee of **R250.00** is payable in cash at the cashier's office during 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Bank – **FNB**, Account Holder - **Dannhauser Municipality**, Account No. **62369194106**, Branch code - **270324** and Account type – **Cheque** and will be available from **19/09/2022**.

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No. 5 of 2000) (No 5 of 2000 Amended in 2017). Original Certified BBBEE certificate must be submitted.

In terms of section 13 of the municipal Supply Chain Management Policy, the Municipality will reject all tenders that do not comply with the following conditions.

Conditions

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least ninety (90) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must include Tax Clearance Certificate (SARS Pin).
- This bid is subject to the general conditions of contract (GCC) and if applicable, any other specific conditions of contract.
- Bidders must complete all MBD Forms.
- Background and experience of the firm in a related field.
- Capacity to undertake work within stipulated time frame
- Detailed breakdown of fees and No hidden cost will be considered.
- CIPC Registration certificate "CK"
- Current municipal rates account not older than 3 months
- Bidder must submit IATA and ASATA Certificates
- Bidder must be registered with the bank Credit Facility and proof of registration must be submitted.
- The bidders must be able to operate in any province in South Africa and 24 hours service globally
- No bids will be considered from persons in the service of the state.
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box.
- The Municipality reserves the right to withdraw any invitation to tenders and/or to re-advertise or to reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points

EVALUATION CRITERIA

Criterion	Guidelines	Weighting	Verification
Track Record Company must have experience in similar projects	5 projects (25 points) 4 projects (20 points) 3 projects (15 points) 2 projects (10 points) 1 project (5 points)	25	Bidders must attach reference letters of similar projects
Financial Stability	Rating Good Rating (25 points) Bad Rating (0 points)	25	Bidder must supply their audited 2022 financial report and Bank Ratings
Key Personnel Experience	At least 2 senior dedicated Consultants experience 10 and above years (50 points) 7 – 9 years (30 points) 4 – 6 years (20 points) 1 – 3 years (10 points) 2 projects (10 points) 1 project (5 points)	50	Bidder must attach CV for Consultants
Total		100	

The minimum points that must be scored by a prospective bidder to proceed in the next stage (which is pricing 80/20) is **75 points**.

Tenders must be submitted in a sealed envelope; clearly marked “**TENDER NO: 18/09/2022 REPAIRS APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR TRAVELLING AND ACCOMMODATION SERVICES FOR DANNHAUSER MUNICIPALITY FOR A PERIOD OF 36 MONTHS**” and must be deposited into the tender box situated at the reception area of Dannhauser Municipal offices. Tenders should be received no later than **12H00** on **10 October 2022**, where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Technical enquiries may be directed to Mr MV Ntanzu, Director Corporate Services, e-mail: mlungisin@daanhauser.gov.za at 08 Church Street or telephonically on 034- 621 2666 Ext. 0703 during working hours, between 07H30 and 16H00 with lunch interval from 13H00 to 13H30, Monday to Friday.

MUNICIPAL MANAGER

MR S CELE