



BID NOTICE AND INVITATION TO BID

Ntabankulu Local Municipality is calling upon experienced, competent, and qualified service provider for the following;

Project name	Contract no.	Functionality		Date of compulsory clarification session	Closing Date of Tender and Time
Provision of Travel Arrangement (Travel Agency) for Ntabankulu Local Municipality for 36 months.	NLM/SCM/06/2026/2027	Criteria	Points	21 st August 2026 10H00 at Ntabankulu Town Hall Erf 85 Main Street.	15 th September 2026 at 12H00 at Ntabankulu LM.
		Capacity and Business Entity establishment	20		
		Relevant entity experience in the industry	30		
		Capacity to undertake the job	20		
		Methodology:	30		
		TOTAL	100		

Bidders are to note that a pre-qualification evaluation will be undertaken. A minimum of 70 points out of 100 must be scored on Functionality evaluation to proceed to the Financial Evaluation

Evaluation criteria: 80/20 Price=80 points Specific Goals=20 points: Specific Goals: Business owned by=>50% black people 04 Points, Business owned by=>50% Woman 03 Points, Promoting Locality 04 Points, Business owned by=>50% youth (age=<35 years on the closing date) 5 Points, Business owned by people with disability/ military veteran 2 Points, Small Enterprise (SMME Category-QSE/EME) 2 Points (attach a full CSD report/statement of Municipal account/ proof of residence/Proof of disability from registered GP/BBBEE OR SWORN AFFIDAVIT)

The minimum specifications are detailed in the Bid document. Punctuality will be adhered to. **Briefing session will strictly be 30 minutes. The briefing session will be conducted at Ntabankulu Local Municipality Town Hall, within the municipal premises.**

NB: DR08019 Phuthi to Ntabankulu is under construction and bidder should anticipate delays

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked "PROVISION OF TRAVEL ARRANGEMENT (TRAVEL AGENCY) FOR NTABANKULU LOCAL MUNICIPALITY FOR 36 MONTHS. BID NO: NLM/SCM/2026/2027" in the main entrance of the Ntabankulu Local Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than 12h00 on the 15 September 2026, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. Under no circumstances will late tenders be accepted.

Service providers are requested to attach the following mandatory documents for their bids on the pages indicated in the bid document:

- **Latest Full CSD report not older than three Months**
- Fully completed and signed bid document and MBD 1 to 9 attached on the bid document (**Signed after the date of the Advert**)
- Tenderers must provide past three (3) Years **Audited Annual Financial statements** signed by registered and accredited accountant. (bids above 10 million)
- Originally Certified ID copies of directors.
- If a Joint venture, Joint venture Agreement signed by both parties must be attached.
- Proof of registration with IATA & ASATA
- Proof of Financial standing and access to Capital, Level of Capital (Bank Rating C)
- Proof of municipal rates clearance for both the company and all Directors of the company or a signed lease agreement/s by both parties and confirmation that there is no billing where the entity is based, including the directors.

NB. Tender documents must be filled/completed in their original format, and all alterations must be signed for and failure to do so will lead to disqualification.

All certifications must not be more than 3 months old and must be in their original format (not a copy of certified document).

Failure to submit the mandatory documents will deem tender non-responsive and it will not be evaluated further.

The provisions of the Preferential Procurement Regulations 2022 and the Municipal SCM Policy will apply. NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest bid or any bid.

Late, incomplete, emailed, telegraphic, or facsimile bids will not be considered.

The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions. Bids submitted are to hold good for a period of 90 days. No tenders will be accepted from persons in the service of the state.

Further enquiries should be directed to **Mr M. Mhlifili** at **072 736 5108** or mhlifilim@ntabankulu.gov.za or **Ms. S Ntanjana** at ntanjanas@ntabankulu.gov.za or **066 248 7447** during office hours i.e. between 08h00 and 16h30.

Issued by:
I.Sikhulu-Nqwena
Municipal Manager