



LEJWELEPUTSWA DISTRICT MUNICIPALITY

**RFP NO.: 106/02/2022 - APPOINTMENT OF A
PANEL OF TRAVEL MANAGEMENT AGENCIES
FOR LEJWELEPUTSWA DISTRICT
MUNICIPALITY FOR A PERIOD OF 36 MONTHS.**

CLOSING DATE: _____

COMPANY NAME: _____

CSD SUPPLIER NO MAAA _____

1. BID SUBMISSION:

- 1.1. Bids must be delivered by the stipulated time to the correct address will be considered.
- 1.2. Late bids will not be accepted for consideration.
- 1.3. All bids must be submitted on the official forms provided– (not to be re-typed) or online**
- 1.4. This bid is subject to the Preferential Procurement Policy Framework Act and the preferential procurement regulations, 2017, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.
- 1.5. Pre-requisite compliance: **Proof of registration with ASATA; Bank rating between A-C**, Valid Tax clearance certificate with status compliance pin; CSD compliance in term of MFMA circular 90 (Printed between advert-closing date); Certified copies of ID copies of all directors, Business registration certificate issued by CIPC, Proof that municipal rates & taxes that are not in arrears for both company and director(s) (Not older than 3 months / letter from traditional authority Not older than 3 months; NB: where the business operates in a leased property, please attach a lease agreement/ in the event that the director does not own /lease any property and resides with family or friends etc., director to provide affidavit from SAPS confirming the that the director is currently residing with the whoever owns the property and municipal rates and taxes of the owner of the property).
- 1.6. Pre-qualified bidder shall be subjected to price and BBBEE scoring in terms of the 80/20 preference point system. Because this bid is percentage based, the percentage will represent the price in the 80/20-point scoring system.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 2.3 Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 2.4 Foreign suppliers must complete the pre-award questionnaire in Part B3.
- 2.5 Bidders may also submit a printed TCS certificate together with the bid.
- 2.6 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS certificate / pin / CSD number.
- 2.7 bidder must be registered on the central supplier database (CSD), provided CSD report printed between date of advertisement & closing date.

3. Further condition

- 3.1 Bid will be evaluated/adjudicated in term of Lejweleputswa District Municipality's SCM policy; Preferential Procurement regulation 2017; MFMA: SCM regulations & other Applicable legislations
- 3.2 Lejweleputswa District Municipality does not itself to accept the lowest or any bid; reserves right to appoint/cancel or accept whole or part of a bid or to negotiate further condition in term

MFMA: SCMregulation 24, The valid period of the submitted bids is 90 days counting from opening/closing date,

- 3.3 Bidders shall complete & sign all Forms of Bid and initial each page; Agree/Accept General Conditions of Contracts, Special Conditions; Term of references, Specifications and any attachments which deemed to be condition of Contract between the parties.
- 3.4 Failure to complete all blank spaces in the forms and to attend to the other details mentioned herein will result into bid rejection/disqualified
- 3.5 Accounting Officer/Municipal Manager reserve right to determine the size of panel;
- 3.6 listed on the panel does not guarantee work/future appointment; Accounting Officer/Municipal Manager reserve right to invite for quotations from other service providers in terms of LDM SCM policy outside of this contract during the running of this contract.

4. INFORMATION REQUIRED

4.1 FINANCIAL CAPACITY (All information must be completed and signed)

The below schedule should be completed by your banker or by the financial institution where your company's bank account is held. Main Bank account to be utilized on this bid details of Bidder

Account Holder: _____

Bank: _____

Branch: _____

Account Type: _____

Account Number: _____

Branch Code: _____ Bank Rating _____

Date Bank stamp

CONFIRMATION OF BANKING DETAILS BY BANK OFFICIAL

Surname : _____

Designation of the official

Work telephone no

Bank fax no

E-mail address

SIGNATURE OF THE BANK OFFICIAL: _____ Date _____

Addition Financial Accounts:

Name of Financial Institution	Type of Account	Account Number	Bank Rating

4.2 KEY PERSONNEL EXPERIENCE (CONTRACT MANAGER & CONSULTANTS WHO WILL BE ATTENDING TO LDM NEEDS DURING THE CONTRACT PERIOD)

NB: Key person list for this project may not be by less qualified/inexperience personnel change during implementation of the project

Name and Initial	Tel Number	Position in your Company	Qualifications	Number of years' experience

4.2.1 Curriculum Vitae of Key Personnel (please note that if separate CV are attached, use the format provided below) Curriculum Vitae of Key Personnel (Contract Manager) Provide separate forms for each position listed in Form: Key Personnel

Name:		Gender:
ID / Passport No:		Nationality:
Contact No:		Race:
Profession / Current position:		Years as Contract Manager:
Professional Registration Number:		Year obtained
Undergraduate Qualifications field:		Year obtained
Accreditation certificate in field:		Year obtained
Name of Employer (firm):		Years with firm:
<u>Employment Record</u>		Years with firm:
Company	Period	Capacity
<u>Experience Record Pertinent to Required service: (Please list the projects, value and year)</u>		
Project Name	Value	Year

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

Signature of person named in the schedule

Date

Curriculum Vitae of Key Personnel (Travel consultant)

Provide separate forms for each position listed in Form: Key Personnel if employed by bidder

Name:		Gender:
ID / Passport No:		Nationality:
Contact No:		Race:
Profession / Current position:		Years as Contract Manager:
Professional Registration Number:		Year obtained
Undergraduate Qualifications field:		Year obtained
Accreditation certificate in field:		Year obtained
Name of Employer (firm):		Years with firm:
<u>Employment Record</u>		Years with firm:
Company	Period	Capacity
<u>Experience Record Pertinent to Required service: (Please list the projects, value and year)</u>		
Project Name	Value	Year

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

Signature of person named in the schedule

Date

5. TRIBAL AUTHORITY /MUNICIPAL ACCOUNT DECLARATION FORM

Proof that municipal rates and taxes are not in arrears

Company Property / Account (Attach recent municipal statement/lease agreement/letter from tribal authority)			
Tribal Authority /Municipal Name / description /address	Account Number	Property Owner / ID/ Account Type	Declaration Amount/ signature
Name:		Account	Amount
address		ID No:	signature
Account Type			

I, _____ (Bidder name) declare that above account(s) are not in arrears & undertakes to settle all municipal account/ account tribal authority, authorize LDM to verify all municipal account / tribal authority account of a company; members/director (excluded are of employer/association member) and understand that if account(s) is in arrears shall decline our bid at any SCM process stage; we acknowledge that information furnish above is accurate/correct and if not may render our bid invalid (duly sign by above members/director on signature column

SIGNATURE OF BIDDER: _____ **DATE:** _____

6. PANEL OF TRAVEL MANAGEMENT AGENCIES FOR LEJWELEPUTSWA DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS.

The travel agency must commit to give individual solution within the LDM's internal policies with the necessary flexibility to fulfil LDM's requirements as and when required
The travel agency will be required to provide operational business processes that are tailored to meet the location and service range as required by LDM, with the widest choice available
Provide detailed itineraries, including airport information
The travel agency will also be required to continuously identify improvements in terms of cost and deliver innovative solution to LDM
The travel agency must provide efficient, trained, capable compete and dedicated personnel and an account manager to perform the required service
Contingency plan with regards to personnel (Account Manager) and an ability to provide service during interruptions
The travel agency will be required to make reservations with the car rental companies, taking into consideration LDM's internal policies
The travel agency must be able to negotiate optimal rates with the car rental companies, shuttle services airfare and for accommodation and review rates in conjunction with LDM
The travel agency must have the capability of amending confirmed reservation should the need arise

The travel agency will be required to arrange for national shuttle services to and from the airports
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The travel agency must be in a position to provide LDM with various travel options
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6.1 PRICING SCHEDULE

N/B: This bid does not have a bid price. The recommended service providers will charge LDM service fee for arranging the bookings on behalf of LDM which for the purpose of bidding and evaluation, will be expressed in percentage (%) terms. This service providers will charge the municipality this the agreed percentage on the invoice from the hotel.

No	Services	Percentage (%)
1	Accommodation, meals, conference, Car hire and Air tickets- domestic	

LDM will not pay any additional service fee apart from the agreed percentage for service rendered by the travel agents.

I declare that the percentage I have quoted in the document is correct. I also understand that LDM may negotiate the decrease on the rate as quoted in this bid document.

Signed by:

Date