



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Units 4 – 7  
JCJ Corner Building  
2 Biccard Street  
Polokwane 0699  
Tel 015 753 0000



## **LIMPOPO COMMUNITY EDUCATION AND TRAINING COLLEGE**

### **REQUEST FOR TENDER**

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE TRAVEL AGENT SERVICES CONTRACT FOR A PERIOD OF THREE (3) YEARS FOR LIMPOPO COMMUNITY EDUCATION AND TRAINING COLLEGE (“LCETC” OR “LIMPOPO CETC”)**

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RFP NUMBER: LCETC 2022-003

Date Issued: 25 July 2022

Closing date and time: 25 August 2022 at 11:00am

Bid Validity Period: 90 days

TENDER BOX ADDRESS: Limpopo Community Education and Training College (Unit 5), 2 Biccard Street, Polokwane 0699 (Only accessible during working hours)

## **1. BACKGROUND**

**1.1** The CET came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programmes for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offers programmes that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises.

**1.2** The College is situated in the Limpopo Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The Limpopo Community Education and Training College operates in accordance with the requirements, rules and regulations laid down in the following documents:

1.2.1.1 The Continuing Education and Training Act, Act 16 of 2006; and

1.2.1.2 National Norms and Standards for Funding Community Education and Training Colleges.

## **2. INVITATION TO TENDER**

Tenders are hereby invited for the provisioning of travel agent services to Limpopo CET College. Tender processes will be coordinated by Limpopo CET College Supply Chain Management (SCM) situated at No:02 Biccard Street, Unit 5, JCJ Building Polokwane, 0699

## **3. SUBMISSION OF TENDER**

Tenders can be submitted in the Tender Box located in Limpopo CET College at No: 02 Biccard Street, JCJ Building, unit 5, Polokwane, 0699

Closing date and time for submission is 25 August 2022 at 11:00am

Note: E-mail and faxed submissions will not be accepted. Bids received at the address indicated in the bid documents after the specified closing date and time, will not be accepted for consideration and where practical, will be returned unopened to the bidder(s).

## **4. GENERAL TERMS**

All documents submitted in the response to this tender shall be written in English. Each tender shall be valid for a period of three months calculated from the closing date of the tender.

Any enquiries in connection to this tender shall be submitted in writing to Mr MT Mashele at the following email address: [MMashele@LP.CETC.edu.za](mailto:MMashele@LP.CETC.edu.za)

## 5. ADMINISTRATIVE CRITERIA

Tenders must include the following documentation **(Failure to submit this required documentation will lead to disqualification)**

- **Company registration form/corporate document (CIPC)**
- **Latest Municipal account/ rental invoice/ Lease agreement/ Proof of residence (to confirm address and existence of provider)**
- **Latest CSD Report**
- **Invitation to Bid**
- **Pricing Schedule**
- **Declaration of Interest**
- **Preference Point Claim Form**
- **Contract Form: Purchase of services**
- **Declaration of Bidder's past SCM Practices**
- **Certificate of Independent Bid Determination**

## 6. MANDATORY CRITERIA

Tenders must include the following documentation **(Failure to submit this required documentation will lead to disqualification)**

- a) A valid membership certificate with ASATA (Association of South African Travel Agents)
- b) A valid membership certificate with IATA (International Air Transport Association)
- c) Proof of bank account (A cancelled cheque or original bank details letter from the bank)
- d) Affiliation with the South African Tourism Chartered.

## 7. OTHER REQUIRED DOCUMENTS

Each tender document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in

them is required for evaluation purposes:

- a) A copy of the latest **Audited Financial Statement**
- b) **Company information and profile:** detailed information about the travel agent, years of experience and services they provide.
- c) **Customer interface:** kinds of reports that will be provided to Limpopo CET College by the travel agency, detailed role of the accounting manager, description on how the queries are handled and the escalation process of queries.
- d) **Comprehensive CV's** of management staff and key personnel who will operate and manage the contract.
- e) **Track record/traceable references for verification purposes:** Provide the names and contact details of current or previous clients you have provided similar services to. (Please provide testimonial letters on the client's letterhead)

- f) A current **broad-based black economic empowerment (B-BBEE) status level certificate.**

## **8. RESPONSIBILITIES**

Responsibility of the service provider:

- a) To implement, co-ordinate the entire travel management based on the diversity of the individual travel needs.
- b) To liaison with Limpopo CET College on regular basis.
- c) To dedicate personnel and an accounts manager to Limpopo CET College
- d) To submit reports on regular basis
- e) To inform the college of any changes regarding the booking arrangement of college personnel

## **9. DISCLAIMER**

Limpopo CET College serves the right:

- a) To verify any information supplied in the tender documents;
- b) Not to appoint any service providers;
- c) To cancel or withdraw this tender at any time without attracting any penalties or liabilities;
- d) To appoint one or more service providers, depending on the outcome to separate or jointly be responsible for the services as required.
- e) To have the final say in the appointment and that this will be binding;
- f) To disqualify a tender or cancel any subsequent contract should it be found that information disclosed was factual inaccurate and/or that a misrepresentation of facts may have occurred.

## **10. CONFIDENTIALITY**

Any or all information made available to the service provider by Limpopo CET College shall be regarded as confidential and shall not be made available to third parties without the prior written consent of the college.

## **11. PREPARATION OF PROPOSAL**

Limpopo CET College shall not be liable for any costs that has been incurred by the service provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

## **12. CONTRACT PERIOD & PRICING**

It is a 3 years (36 Months) contract.

The travel agency should indicate their service fee in percentage (%) on the services to be provided to the college. Travel agents are requested to indicate escalation over a three year period (if applicable) including VAT.

### 13. COMPLIANCE REPORTS AND MEETINGS

Both the service provider and Limpopo CET College will enter into a service level agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held every two months. The service provider will also meet the designated Limpopo CET College representative as and when deemed necessary by either party.

### 14. EVALUATION CRITERIA

**14.1** The College has set minimum standards that bidders need to meet as a precursor to evaluation and selection as the successful bidder.

**14.2** The minimum standards consist of the following criteria:

<b>Pre-qualification Criteria (Phase 0)</b>	<b>Technical Evaluation Criteria (Phase 1)</b>	<b>Price and B-BBEE Evaluation (Phase 2)</b>
Bidders must submit all documents as outlined in paragraph 7.2.1 below. Only bidders that comply with ALL these criteria will proceed to Phase 1.	Bidders are required to achieve a minimum of 60 points out of 100 points to proceed to Phase 2 (Price and B-BBEE considerations).	Bidders will be evaluated out of 100 points and Phase 2 will only apply to bidders who have met and/or exceeded the Phase 1 evaluation threshold of 60 points.

#### 14.2.1 Phase 0: Pre-Qualification Criteria:

- Without any limitation in respect of the College's other critical requirements relevant to this Bid, prospective bidders must submit all the documents listed in table 1 below.
- Prospective bidders must also ensure that all the information requested under Part D (Submissions) is submitted in full per the specified categories
- All the following documents must be submitted as part of the response to this bid request. Failure to do so may invalidate a response.

**Table 1: Documents to be submitted for pre-qualification:**

<b>Form No</b>	<b>Document description</b>
	Company registration form/corporate document (CIPC)
	BBBEE Certification
	Latest Municipal account/ rental invoice/ Lease agreement/ Proof of residence (to confirm address and existence of provider)
	Latest CSD Report
SBD 1	Invitation to Bid

Form No	Document description
	Company registration form/corporate document (CIPC)
	BBBEE Certification
	Latest Municipal account/ rental invoice/ Lease agreement/ Proof of residence (to confirm address and existence of provider)
	Latest CSD Report
SBD 3.3	Pricing Schedule
SBD 4	Declaration of Interest
SBD 6.1	Preference Point Claim Form
SBD 7.2	Contract Form: Purchase of services
SBD 8	Declaration of Bidder's past SCM Practices
SBD 9	Certificate of Independent Bid Determination

- **Each document must be completed and signed by the duly authorised representative on behalf of the prospective bidding company.**
- During this phase bid responses will be evaluated with emphasis placed on documentary compliance with the listed administrative and mandatory bid requirements.
- **Bidders' proposal will be disqualified as a result of non-submission and/ or non-completion of the listed documents.**

#### **14.2.2 Phase 1: Technical Evaluation Criteria:**

- All bidding companies are required to fully adhere to the technical evaluation criteria scorecard and compliance checklist.
- Only Bidding companies that have fully met the Pre-Qualification Criteria in Phase 0 will accordingly be evaluated in Phase 1 for determination of functionality.
- Bidding companies will be evaluated on an overall score of 100 points.
- The College as part of on-site reference checks for allocating points, will at its own discretion choose a site at one of the bidding company's clients for validation of the services rendered. The choice of site will remain College's sole discretion.
- Bidders are required to score a minimum of **60 points** to proceed to **Phase 2: Evaluation for Pricing and B-BBEE** status.
- The bidders' information will be scored according to the points determination system.

#### **14.2.3 Phase 2: Price and B-BBEE Evaluation (80 + 20) = 100 points:**

- Pricing options and B-BBEE qualification will accordingly be evaluated as follows: In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the *Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)*, responsive bids will be adjudicated on the **80/20** (*R30,000 to a maximum R50 million, all*

*applicable taxes included*) preference point system in terms of which points are awarded to bidders on the basis of the bid pricing (**maximum 80 points**) and B-BBEE status level of the contributor (**maximum 20 points**).

**Stage 1 - Price Evaluation (80 Points):**

Criteria	Points
<b>Price Evaluation</b> $P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	<b>80</b>

- The following formula will be applied to calculate the points awarded in relation to pricing and this determination is informed as follows:
- $P_s$  - Points scored for comparative pricing of the bid submitted for consideration
- $P_t$  - Comparative pricing of the bid under consideration
- $P_{\min}$  - Comparative pricing of the lowest acceptable bid
- Stage 2 - B-BBEE Evaluation (20 Points):**
- B-BBEE Points allocation: A maximum of 20 points may be allocated to a bidder based on the evaluation of the company's B-BBEE status level of contribution that is determined as follows:

B-BBEE Status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- B-BBEE points are allocated to bidder on receipt of the following documentation or evidence: A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and the relevant B-BBEE Certificate.
- Non- submission of a completed / signed Preference Point Claim Form – SBD 6.1 and BBEE certificate will result in a zero (0) score on B-BBEE.
- A BBEE sworn affidavit can be submitted where applicable.
- The points scored by a bidder in respect of the B-BBEE will be added to the points scored for price:

AREAS OF EVALUATION	POINTS
• Price	<b>80</b>

• B-BBEE Status Level of Contribution	<b>20</b>
<b>Total</b>	<b>100</b>

- **Joint Ventures, Consortiums and Trusts:**

- A trust, consortium or joint venture, will qualify for points on evaluation of their B-BBEE status level as a legal entity, provided that the entity submits the requisite B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points on evaluation of their B-BBEE status level as an unincorporated entity, provided that the entity submits their requisite, consolidated B-BBEE scorecard as if they were a group structure and on condition that such a consolidated B-BBEE scorecard is prepared for every separate bid application.
- Bidders must submit substantive proof of the existence of joint ventures and/or consortium arrangements. The College will accept signed agreements as satisfactory proof for the existence of a joint venture and/or consortia arrangement.
- Joint venture and/or consortia agreements must clearly set out the roles and responsibilities of the lead partner, alongside the joint venture and/or consortium. The agreement must also clearly identify the lead partner that is accordingly provided with a power of attorney to bind the other co-parties in all matters pertaining to the joint venture and/or consortia arrangement.

**Claim B-BBEE Points:**

- Prospective bidders who wish to qualify for and claim preferential points are obligated to fully comply with regulations 3 of the PPPFA Regulation in so far as it pertains to BBBEE points claim.



The following table reflects the evaluation criteria that will be used in evaluating the technical submission.

Sub-criteria	Description	Weightings
Company information, profile and experience	<b>Years of company experience</b> (Travelling agency must have experience in providing similar services as requested ) 5 years + 15 3 years + 10 1 year + 5	15
References and testimonial letters ( on the company letterhead)	<b>List of contactable references</b> (Travelling agency must provide at least three contactable reference of similar services, contact numbers, name and company where services were provided within last ten years) 10 references+ 30 5 references + 20 3 references + 10	30
Customer interface	Reports – kinds of reports that will be provided to Limpopo CET College by the travel agency 5 Travel agency must describe how queries are handled 5 Travel agency must provide examples of their escalation process on queries 5	15
Financial viability	Bidders should prove their financial viability of the existing related business of the previous financial year. Sales value <ul style="list-style-type: none"> <li>Above R1,200,001 40</li> <li>R600,001 to 1,200,000 30</li> <li>R300,001 to R600,000 20</li> <li>Up to R300,000 10</li> </ul>	40
<b>Total</b>		<b>100</b>

Bids that fail to score a minimum of 60 points out of a possible 100 points for functionality will not be eligible for further consideration

## PRICE SCHEDULE

No.	DESCRIPTION	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR	ADMIN FEE
1.	Accommodation bookings				
2.	Flight booking				
3.	Car hire				
4.	Shuttle				
5.	Training, Events and Conference bookings				