

INVITATION FOR BID

PROJECT NAME: RENDERING OF TRAVEL MANAGEMENT SERVICES IN RESPECT OF AIR TRAVEL, CAR HIRE, VENUES & FACILITIES, ACCOMMODATION AND RELATED SERVICES TO THE DEPARTMENT OF COMMUNITY SAFETY FOR A PERIOD OF THIRY-SIX (36) MONTHS

The Department of Community Safety seeks services of a suitable, experienced, and capable service provider to render travel management services in respect of air travel, car hire, venues and facilities, accommodation, and related services for a period of thirty-six (36) months.

Interested bidders must meet the following minimum requirements:

- Must provide proof of current registration with the Association of South African Travel Agents (ASATA) and International Air Transport Association (IATA).
- Must have been involved in the industry for a minimum of two (2) years. The bidder must provide a reference letter(s) from satisfied previous clients that have been serviced in the past five years. The reference letter must be on the relevant client's letterhead with fixed/mobile contact numbers, indicative of delivery period(s) and must have been signed by the SCM Manager/ Manager-Contract/ Chief Financial Officer/ Head of Department/ Municipal Managers. The reference letter(s) must be accompanied by the official purchase order from the relevant public institution.
- Each bidder must have supplied items or rendered related services within the past five (5) years to the minimum cumulative value of R2 000 000.00 as proof of financial strength. The reference letter accompanied by the official purchase order from the relevant public institution will be used to confirm the bidder's financial strength. The audited/ unaudited annual financial statement(s), bank account statements/ bidder's bank codes or any other means of verification will not be considered.

A **compulsory briefing** meeting will be held at the Department of Community Safety's Main Boardroom (Second Floor) situated at Corner Independence Avenue and Circular Drive, Bisho on **05/09/2024 at 10h00**. Bidders who arrived after 10h30 will not be allowed to attend the session.

Bidders shall have to achieve at least 35 of 50 points allocated for functionality including minimum points on each criterion to qualify for the next stage of evaluation.

Completed Quotation/Bid documents, should be placed in a sealed envelope and deposited into the Bid Box situated at Corner Independence Avenue and Circular Drive, Bisho (Ground Floor) at the Department of Community Safety on or before **13/09/2024**, clearly marked:

"Rendering of Travel Management Services in Respect of Air Travel, Car Hire, Venues & Facilities, Accommodation and Related Services to the Department of Community Safety for a period of thirty-six (36) months: SCMU15-24/25-001".

Documents that must be submitted	Will the non-submission of applicable document(s) result in disqualification?	Explanatory information
Joint Venture/Consortium Agreement (If applicable)	Yes	A trust, consortium or joint venture, will qualify for points on specific goals. Central Supplier Database (CSD) report(s) will be used to verify those specific goals. Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. DOCS will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

16.2. Minimum Requirement of the bid

All bidders are required to provide all the information below. Failure to do so will result in disqualification of the bid:

- 16.2.1. Bidders must have at least two (2) years in the provision of travelling and accommodation services subject to:
- The bidder must provide a reference letter(s) from satisfied previous clients that have been serviced in the past five years.
 - The reference letter must be on the relevant client's letterhead with fixed/mobile contact numbers, indicative of delivery period(s) and must have been signed preferably by the SCM Manager/ Manager-Contract/ Chief Financial Officer/ Head of Department/ Municipal Managers. The reference letter must be accompanied by the official purchase order from the relevant government institution.

- Bidders are requested to complete Annexure A in the attached bid document.
- 16.2.2. Provide CVs of the Travel Manager, Finance Manager/ Branch Accountant, and System Administrator in order to ascertain the experience and expertise of the project team/ key personnel. CVs should clearly specify the person's name, position in the firm, functions and years of experience with at least three (3) referees.
- 16.2.3. Bidders must submit together with their bid proposal duly authorized signed and dated reference letter(s) on clients' letterhead as evidence of services rendered in line with 16.2.1 above. The letter(s) should not be older than 5 (five) years.
- 16.2.4. In addition to the above, bidders are required to provide documentary proof of the following:
- Each bidder must have provided related services to the minimum value of cumulative R2000 000.00 as proof of financial strength in the past five (5) years.
 - The bidder must also describe how you will implement the negotiated rates and maximum allowable rates established by National Treasury, describe how you will manage the 30 day bill back account facility, describe how pre-payments will be handled where it is required for smaller Bed & Breakfast/ Guest House facilities and describe how invoicing will be handled including the process of rectifying discrepancies between purchase orders and invoices, supporting documentation, reconciliation of transactions and the timely provision of invoices to the Department of Community Safety.

CRITERIA	REQUIRED EVIDENCE	ALLOCATED POINTS	MINIMUM ACCEPTED POINTS	MAXIMUM POINTS
1. Experience of the project team in handling the Public Sector Travel Agency Accounts. Experience must include International Fares, Ticketing and Key Accounts Management. (Provide CVs with roles and responsibilities of officials i.e. the Travel Manager (x1), Finance Manager/ Branch Accountant (x1) and System Administrator (x1) and the years of experience for the entire team will be averaged to determine points the team should get. Since the department will be assessing three (3) CV's only, the bidding entity must indicate which of the CVs shall stand for a Travel Manager, Finance Manager/ Branch Accountant and System Administrator)	10 years and more	10	5	10
	5 to 9 years	5		
	Below 5 years	0		
2. Bidders Experience/ years in the Public Sector Travel Agency	Valid reference letter for a contract with a	10		10

CRITERIA	REQUIRED EVIDENCE	ALLOCATED POINTS	MINIMUM ACCEPTED POINTS	MAXIMUM POINTS
(A reference letter from the public sector institution with a minimum of twenty four (24) months of uninterrupted service record or two (02) reference letters for contracts in total of 24 months with a minimum of 12 months of uninterrupted service records from satisfied previous clients that have been serviced in the past five (5) years should be provided; the submission must be on the relevant client's letterhead and signed by an authorized person indicating the name and the title of the signatory. The reference letter(s) must be accompanied by the official purchase order(s) from the relevant public sector institution.	minimum of 36 months uninterrupted service record or 3 valid reference letters for contracts in total of 36 months and more (contract(s) less than 12 months each will not be considered).		5	
	Valid reference letter for a contract with a minimum of 24 months of uninterrupted service record or 2 valid reference letters of 12 months contract for contracts in total of 24 months. (contract(s) less than 12 months each will not be considered).	5		
	No valid reference letter(s) or reference letters indicative of service record below a minimum of 24 months in total.	0		
3. Financial Strength (Each bidder must have supplied items or rendered services <i>within the past five years</i> to a cumulative minimum value of R2 000 000.00 (two million) as proof of financial strength) The reference letter accompanied by the official purchase order from the relevant public sector institution(s) will be used to confirm the bidder's financial strength. The audited/ unaudited annual financial statement, bank account statements/ bidder's bank codes will not be considered.	Provide proof of completed contract(s) with a cumulative value of more than R2 000 000.00.	10	5	10
	Provide proof of completed contract(s) with a cumulative value of / equal to R2 000 000.00.	5		
	Provide proof of completed contract with a minimum cumulative value below R2 000 000.00 or purchase orders not accompanied by reference letters.	0		
4. Financial Management Describe how you will implement the negotiated rates and maximum allowable rates established by National Treasury (NT). Describe how you will manage	Provided a detailed process plan with clear time frames outlining how negotiated and maximum allowable rates established by NT	10	10	10