



BID NOTICE AND INVITATION TO BID
BID NO: NLM/BTO/PTAMS/2020/2021

PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES

Ntabankulu Local Municipality is calling upon a panel of (3) experienced, competent qualified and registered travelling and accommodation agencies to bid for the **management of travel and accommodation arrangement** for councilors, employees and associates of the municipality for a period of twenty-four (24) months.

A detailed specification will be attached to the tender document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, **during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays. Bid documents will be available immediately after the briefing session.** A non-refundable cash payment of **R200.00** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document. EFT payments can also be made to the Municipality on the following details:

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250 (First National Bank)
- **Branch Code:** 250035
- **Reference:** PTAMS & Company Name

A **compulsory briefing meeting/session** has been scheduled for **17th of May 2021** at **11H00**, at **Ntabankulu Local Municipality main boardroom.**

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 AND ACCOMMODATION MANAGEMENT SERVICES, BID NO: NLM/BTO/PTAMS/2020/2021”** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on the 26th of May 2021**, 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:

- Valid SARS Tax compliance pin
- MBD 4,8 & 9 (Signed after the date of the Advert)
- Proof of company registration

- Certified ID copies for the entity owners
- Valid original or certified copy of BBBEE Verification Certificate, or original sworn affidavit to claim Preferential points.
- NB. All certification must not be more than 3 months old
- Proof of municipal rates clearance or a signed lease agreement by both parties and confirmation that there is no billing where the entity is based
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non-registration will be regarded as non-responsive and be disqualified from the bid.
- **NB.** Tender documents must be filled/completed in its original format; no copies will be accepted.

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

Functionality will be evaluated based on capacity and experience and bidders who do not have a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

CRITERIA	POINTS
Capacity and Business entity establishment (Company profile with clear business address and contact details)	20 points
Relevant entity experience: Travel agency firm for more than 05 years = 30 points Travel agency firm less than 5 years and more than 03 years = 20 points Travel agency with less than three years = 10 points	30 points
Accreditation with professional bodies: <ul style="list-style-type: none"> • Registration with Association of South African Travel Agents (ASATA) = 10 points • Qualification in Tourism Management or Equivalent = 10 points 	20 points
Methodology: A detailed proposal clearly stating how the project will be executed and time frames.	30 points
TOTAL	100 points

The primary criteria in selection will be cost and BBBEE status level of contribution. **80/20** Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 80 points shall be for Financial Offer and 20 points for the BBBEE level contributor which will be evaluated as follows:

B-BBEE STATUS LEVEL CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders 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.

Further enquiries should be directed to **Ms X.N. Venn** at **071 273 8746** or **vennx@ntabankulu.gov.za** or **Mr O. Mdudi** @ **mdudio@ntabankulu.gov.za** or **082 786 0772** during office hours i.e. between 08h00 and 16h30.

Requested by




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N. Mdutyana
 Bid Specification Chairperson

Recommended by



.....
X.N. Venn
 Chief Financial Officer

Approved by



.....
L. Nonyongo
 Municipal Manager