

T1.1 TENDER NOTICE & INVITATION



STEVE TSHWETE LOCAL MUNICIPALITY
TENDER NO.: BS20/10/2018
CLOSING DATE: 11/12/2018 AT 12H00
APPOINTMENT OF A SERVICE PROVIDER FOR TRAVEL AND ACCOMMODATION
MANAGEMENT SERVICES FOR 36 MONTHS

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for appointment of a service provider for travel and accommodation management services for 36 months

Tender documents and specifications are available and can be obtained from Ms. Rose Kalies, Legal & Administration Department, Room B207, Municipal Building, Corner Walter Sisulu and Wanderers Avenue, P.O. Box 14, Middelburg, Mpumalanga 1050 (Tel: [013] 249-7365, Fax: [013] 243-2550), at a non-refundable deposit of R540,00. Payments can be made through bank guaranteed cheque payable to the Steve Tshwete Local Municipality or cash.

The closing time for receipt of tenders is **12:00** on **11/12/2018**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be public.

Any technical enquiries relating to the tender document may be directed to the MP MAGUTLE, Assistant Director Communications on (013) 249 7053. **A compulsory briefing session will be held on 21/11/2018 at 10h00 at Civic Centre, Mayor's Boardroom, 2nd floor, Corner Walter Sisulu and Wanderers Avenue, Middelburg**

Fully completed tender documents, clearly marked "**Tender No. BS20/10/2018: "APPOINTMENT OF A SERVICE PROVIDER FOR TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES FOR 36 MONTHS"**" with "**NAME of TENDERER**" must be placed in a sealed envelope and placed in the **tender box** on the **1st floor**, Steve Tshwete Municipality, Civic Centre, Corner Walter Sisulu and Wanderers Avenue, Middelburg, **by no later than 12h00 on 11/12/2018**. The envelope must be endorsed with number, title and closing date as indicated above

Only Bidders who score a minimum of 60 points for functionality will be further evaluated on price and BBEE. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where 80 points will be allocated in respect of price and 20 points in respect of B-BBEE Status Level of Contribution.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

The following documents have to be attached (Bidders that fail to submit documents indicated as compulsory will be disqualified)

- **Original certified copy of valid BBEE Certificate (non-compulsory, failure to submit no points will be awarded) only SANAS accredited or Affidavits will be accepted.**

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

- Copy of company registration certificate(CK) - Compulsory
- Copy/ printed Tax compliance status Pin to enable the municipality to verify the bidder's tax compliance status- Compulsory
- Copy of current municipal account (not older than 3 months) – copy of Lease Agreement – Compulsory
- CSD summary report – Compulsory
- Certified copy of proof of current membership with International Air Transport Association (IATA) and Association of South African Travel Agency (ASATA) or any professional bodies that are affiliated with IATA/ASATA.

B KHENISA
MUNICIPAL MANAGER
 STEVE TSHWETE LOCAL MUNICIPALITY
 Municipal Civic Building
 Wanderers Avenue
MIDDELBURG
 1050

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