



## INVITATION TO TENDER

TENDER NO: 18/09/2022

### DESCRIPTION: APPOINTMENT OF PANEL OF TRAVELING AGENCY SERVICE PROJECTS FOR A PERIOD OF 36 MONTHS

Bids are hereby invited from experienced service providers for **APPOINTMENT OF PANEL OF TRAVELING AGENCY SERVICE PROJECTS FOR A PERIOD OF 36 MONTHS**

**A NON-REFUNDABLE BID** document fee of **R250.00** is payable in cash at the cashier's office during 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Bank – **FNB**, Account Holder - **Dannhauser Municipality**, Account No. **62369194106**, Branch code - **270324** and Account type – **Cheque** and will be available from **19/09/2022**.

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No. 5 of 2000) (No 5 of 2000 Amended in 2017). Original Certified BBBEE certificate must be submitted.

**In terms of section 13 of the municipal Supply Chain Management Policy, the Municipality will reject all tenders that do not comply with the following conditions.**

#### **Conditions**

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least ninety (90) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must include Tax Clearance Certificate (SARS Pin).
- This bid is subject to the general conditions of contract (GCC) and if applicable, any other specific conditions of contract.
- Bidders must complete all MBD Forms.
- Background and experience of the firm in a related field.
- Capacity to undertake work within stipulated time frame
- Detailed breakdown of fees and No hidden cost will be considered.
- CIPC Registration certificate "CK"
- Current municipal rates account not older than 3 months
- Bidder must submit IATA and ASATA Certificates
- Bidder must be registered with the bank Credit Facility and proof of registration must be submitted.
- Bidder must have at least 2 senior dedicated consultants
- The bidders must be able to operate in any province in South Africa and 24 hours service globally
- No bids will be considered from persons in the service of the state.
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box.
- The Municipality reserves the right to withdraw any invitation to tenders 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

## EVALUATION CRITERIA

Criterion	Guidelines	Weighting	Verification
<b>Track Record</b> Company must have experience in similar project	5 projects (25 points) 4 projects (20 points) 3 projects (15 points) 2 projects (10 points) 1 project (5 points)	25	Bidders must attach reference letters of similar projects
<b>Financial Stability</b>	<b>Rating</b> Good Rating (25 points) Bad Rating (0 points)	25	Bidder must supply their audited 2022 financial report and Bank Ratings
<b>Key Personnel Experience</b>	At least 2 senior dedicated Consultants experience  10 and above years (50 points) 7 – 9 years (30 points) 4 – 6 years (20 points) 1 – 3 years (10 points) 2 projects (10 points) 1 project (5 points)	50	Bidder must attach CV for Consultants
Total		100	

The minimum points that must be scored by a prospective bidder to proceed in the next stage (which is pricing 80/20) is **75 points**.

Tenders must be submitted in a sealed envelope; clearly marked “**TENDER NO: 18/09/2022 REPAIRS APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR TRAVELLING AND ACCOMMODATION SERVICES FOR DANNHAUSER MUNICIPALITY FOR A PERIOD OF 36 MONTHS**” and must be deposited into the tender box situated at the reception area of Dannhauser Municipal offices. Tenders should be received no later than **12H00** on **10 October 2022**, where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Technical enquiries may be directed to Mr MV Ntazi, Director Corporate Services, e-mail: [mlungisin@daanhauser.gov.za](mailto:mlungisin@daanhauser.gov.za) at 08 Church Street or telephonically on 034- 621 2666 Ext. 0703 during working hours, between 07H30 and 16H00 with lunch interval from 13H00 to 13H30, Monday to Friday.

**MUNICIPAL MANAGER**

**MR S CELE**