

**AMAJUBA DISTRICT MUNICIPALITY
INVITATION TO BID**

BID No.: T2023/01

**PROVISION OF BUSINESS TRAVEL MANAGEMENT SERVICES – 3 YEAR
PERIOD**

Bids are hereby invited from Travel Agencies service providers registered with ASATA (Association of Southern African Travel Agents) to render services for travel, accommodation, air fares and car hire arrangements for a period of 3 years at Amajuba District Municipality. Bidders must be registered on the Central Supplier Database.

The bid document will be emailed to the bidder upon producing proof of payment of a non-refundable fee of R500.00 per document. Deposits must be made into the Amajuba District Municipality bank account: Standard Bank Account N° 062156624 with the reference number 22222. Bidders are required to email proof of payment, name of bidding company and its contact details before **12h00, 7 April 2023 to khethiwem@amajuba.gov.za**. Evaluations will be done on bid companies that submitted their proof of payment before the closing date and time **7 April 2023**. Cash payments are not accepted at the Amajuba District Municipality office.

NB: This bid will be evaluated on price and functionality in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and Preferential Procurement Regulations of 2022 wherein 80 points are for price and 20 points are for specific goals. The enclosed forms must be scrutinized, completed and submitted together with your bid. The tender validity period is 90 days after tender closing date.

Bidders are required to submit original tax clearance certificates or Tax Compliance Status Pin or CSD number. Completed bid documents in sealed envelopes endorsed "**Bid No. T2023/01 Business travel management services**" must be deposited in the Municipality's tender box located in the reception of the Amajuba District Municipality on or before the closing date, whereby bids will be opened in public. Bids that are not sealed and numbered will not be considered.

Late bids will not be considered. Amajuba DM reserves the right not to award the lowest or any bid.

All technical and SCM enquiries must be directed to **Mr. Sabelo Zulu** on 034 329 7200 or by email:sabeloz@amajuba.gov.za

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Closing date: Friday, 21 April 2023 at 12h00 noon

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**MR P.M MANQELE
ACTING MUNICIPAL MANAGER**





TERMS OF REFERENCE - PROVISION OF BUSINESS TRAVEL MANAGEMENT SERVICES FOR AMAJUBA DISTRICT MUNICIPALITY FOR A PERIOD OF THIRTY-SIX MONTHS

1. SCOPE OF SERVICE

Amajuba District Municipality requests proposals from experienced, qualified and reputable service providers to assist the Municipality with rendering services in respect of **travel, accommodation, airfares** and **car hire, Conference facilities** arrangements for a period of thirty-six (36) months.

1.1 SERVICES AND SUPPORT (24 HOURS)

The service provider shall provide 24-hour services and support to the Amajuba District Municipality on a dedicated phone number (mobile or land line).

Amajuba District Municipality shall utilize the emergency and support service number (s) provided by the service provider for making reservations for emergency and unforeseen circumstances.

1.2 AIR

All required flight bookings must include specified transfers.

The service provider shall make frequent follow up contact with the booking official at Amajuba District Municipality or travellers with regard to waiting list reservations informing them of the progress made.

1.3 CAR RENTALS

The service provider shall negotiate on behalf of the Municipality with car rental service providers at destinations where there is a need for the Amajuba District Municipality's officials or representatives to be provided with a service.

The service provider shall effect payment to car rental service providers on behalf of the Municipality.

1.4 HOTELS AND ALTERNATIVE ACCOMMODATION

The service provider shall reserve accommodation at economic government rates as reviewed from time to time. Upon cancellation of any accommodation arrangements, the agent must notify the relevant supplier immediately to avoid any cancellation charges.

1.5 PAYMENT

All bookings must be paid immediately by the service provider.

The municipality will effect payment within 30 days of the receipt of invoice.

2 BID REQUIREMENTS

Bidders must submit a Certified copy of proof of membership with ASATA together with bid documents.

3. DURATION

The duration of the contract shall be a maximum of thirty-six (36) months. The municipality reserve the right to terminate the contract and appoint another service provider should the service provider fail to deliver the service as per the agreement. The service provider will be given thirty days' notice after failing to rectify the breaches of the contract.

4. DOCUMENTS TO BE SUBMITTED TOGETHER WITH PROPOSALS

Original Valid Tax Clearance Certificate;
 Company profile (with details of directors and Management);
 Certified copies of identity documents of directors or management;
 Certified copy of proof of membership with ASATA

The offer should detail, but no limited to the following:

- Domestic and International Air Travel Reservations.
- Car Reservation.
- Conference facilities.
- Hotel Reservations.
- Organize Visas.
- Emergency after hours services.
- Foreign Exchange.
- International Driver's Licences.

The bid should also include all applicable discounts and any other incentives, as well as any other information which is considered relevant.

5. BID EVALUATION

This bid will be evaluated on price and functionality in terms of 80/20 preference point system and Preferential Procurement Regulations of 2022 wherein 80 are for price and 20 points for specific goals

6. FUNCTIONALITY EVALUATION

The following functionality criteria will be used to evaluate the responsiveness of bids

6.1 Functionality criteria

Key aspect of criterion	Basis for points allocation	Max. Points	Actual Score	Verification Method/evidence
RELEVANT EXPERIENCE: Experience of the Company in carrying out similar projects (60)				
Traceable references with contact details to be included for verification	10 years or more of experience in travel agent service with 6 successful projects	60		Bidder to submit appointment letters and reference letters
	8-9 years of experience in travel agent service with 5 successful projects	50		Bidder to submit appointment letters and reference letters
	6-7 years of experience in travel agent service with 4 successful projects	40		Bidder to submit appointment letters and reference letters
	4-5 years of experience in travel agent service with 3 successful projects	30		Bidder to submit appointment letters and reference letters
	3 years of experience in travel agent service with 1 successful projects	20		Bidder to submit appointment letter and reference letter
	2-3 years of experience in travel agent service with 2 successful projects	10		Bidder to submit appointment letter and reference letter
	1 year of experience in travel agent service with 1 successful projects	5		Bidder to submit appointment letter and reference letter
	No proof of experience	Non-responsive Tender		Nil
Total points		60		

Note: Bidders scoring less than 30 points on functionality will not be further evaluated for price and will be deemed non-responsive.

7. PRICING SCHEDULE

DESCRIPTION OF SERVICE	PERCENTAGE MANAGEMENT COST PER UNIT		
	Year 1	Year 2	Year3
A. AIR TRAVEL:			
Air ticket Booking – Domestic			
Air ticket re-issue – Domestic			
Air ticket Booking – International			
Air ticket re-issue – International			
Air ticket reconfirmation charge			
Air ticket refund administration			
Cancellation Fee (Retain original ticket fee)			
Lost ticket – resend electronic ticket			
B. CAR HIRE			
Car Hire bookings – without driver			
Shuttle Service			
C. ACCOMODATION			
Reservation Fee – Domestic			
Bill Back fees – Domestic			
Changes – Domestic			
Cancellations – Domestic			
Refund – Domestic			
No show fees – Hotel Charges - Domestic			
Reservation Settle Direct – Domestic			
D. CONFERENCE FACILITIES			
Management Fee (Professional Organiser)			
E. AFTER HOUR SERVICE FEE			
Monday – Friday			
Saturday, Sunday & Public Holidays			
F. ADMINISTRATION & ACCOUNTING SERVICES FEE			
Monthly Management information Reports (MIR)			
Additional MIR on ad-hoc basis			
TOTAL AVERAGE PERCENTAGE COST			
ADD 15% VAT			
Percentage inclusive of VAT			
TOTAL OF ALL THREE-YEAR AVERAGES			
NB: Price quoted must be in a percentage form which represent a management fee for all the above services required.			

8. SPECIAL CONDITIONS OF CONTRACT

Cost for accommodation must be in line with the municipality cost containment policy which is in line with National Treasury regulations.

9. RETURNABLE DOCUMENT

- 9.1 All MBD documents must be completed and signed,
- 9.2 Central Supplier Database (CSD) registration number
- 9.3 Company registration certificate
- 9.4 Attached municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is not older than 3 months.

TERMS OF REFERENCE APPROVED/NOT APPROVED

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MR P.M MANQELE
ACTING MUNICIPAL MANAGER