



**MAKANA**  
 MUNICIPALITY | EASTERN CAPE  
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**BID NOTICE / ADVERT**

**BID NOTICE**

**Makana Local Municipality hereby invites suitable qualified and registered Travelling and Accommodation Agencies to submit bids for the management of travel and accommodation arrangements for Councillors, staff and associates of Makana Local Municipality for a period of two years.**

<b>Project Name</b>	<b>Contract Number</b>	<b>Point allocated</b>	<b>Compulsory Briefing Meeting</b>	<b>Date</b>	<b>Time</b>
Travel and Accommodation Management Services for a period of two (02) years	<b>MLM/2016-17/BTO/002</b>	<b>80/20</b>	<b>Grahamstown</b>	<b>14/10/2016</b>	<b>12H00</b>

Bidders are required to submit the following documents (copies must be certified):

- Founding Statement (CK / Company Registration Certificate) or certified copy must be submitted and failure will result in disqualification.
- A detailed company profile reflecting projects of similar nature.
- Bidders must be VAT registered and submit a valid original SARS Tax Clearance Certificate; failure to submit will result in disqualification.
- Completed and signed declaration of interest MBD4
- Completed and signed MBD 8 and MBD 9.
- BBBEE Certificates original / certified copies must be submitted and failure to do so will result in loss of points.
- A proposed project team, their CV's as well as those of Directors
- Proof of relevant accreditation with relevant bodies (ASATA, IATA etc.) must be submitted.
- Failure to supply all mandatory documents will result in the tender being deemed non-responsive; and therefore the tender will not be considered for award
- Tenders which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Documents to be filled with black ink.
- Tenders submitted are to hold good for a period of 90 days.

- Billing clearance certificate or statement of municipal accounts must be attached to and be returned with the tender documents.
- Tenderers must be registered as a supplier/service provider on the Makana Local Municipality supplier/service provider database and on CSD, if not already registered.

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2011 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-**

Received Responsive proposals will be evaluated based on the following two stages, namely:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

A bidder that scores less than 70 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price.

FUNCTIONALITY	POINTS
Proof of appointment and reference letters for the Provision of travel & Accommodation Management services provided in the government (national, provincial and local environment) (10) points per project with a maximum of 4 project Reference letters for travel services both domestic and international which were successfully conducted in the past 3 years.	40
Expertise / Accreditation with professional Bodies (Proof to be attached in order to claim points) Certificates of registration with the following bodies. <ul style="list-style-type: none"> <li>• <b>Attach proof of registration with Association of South African Travel Agents (ASATA) (10)</b></li> <li>• <b>Attach proof of registration with International Association of Travel Agents (IATA) (10)</b></li> <li>• <b>Qualifications of the project team in tourism Management or Equivalent (10)</b></li> </ul>	30
Methodology: A detailed proposal clearly highlighting how the project will be executed including timeframes and what actions will be undertaken to ensure that the municipality’s travel & Accommodation services are well organized on time.	20
Credit Worthiness (proof must be attached)	20

**NB: A bidder that scores less than 70 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive bid and will be disqualified and be not evaluated for price.**

- Failure to supply all required and supplementary information will result in the tender being deemed non-responsive; and therefore the tender will not be considered for award.
- Tenderers should comply with all the applicable legislation in relation to Occupational health and safety.

MAKANA LOCAL MUNICIPALITY

TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES FOR A PERIOD OF TWO (02) YEARS  
BID NO.: MLM/2016-17/BTO/002

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Bid documents will be available at Budget & Treasury Offices: Grahamstown upon payment of R350.00 non – returnable cash fee for each contract document on the date of the briefing meeting and is payable to Makana Municipality cash only.

**Closing Date:** Completed bid documents in sealed envelopes, clearly marked "Travel and Accommodation Management Services" should be deposited in the tender box situated at No 86 High Street 2<sup>nd</sup> Floor Budget & Treasury Department: Makana Local Municipality Offices Grahamstown not later than 21 October 2016 @ 12H00 where they will be opened in public.

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Technical Enquiries are to be directed as follows:

Makana Local Municipality: Mr. E Mager/NF Siwahla Tel: 046 603 6024 Fax: 046 636 2472

All SCM related enquiries are to be directed as follows:

Makana Local Municipality: Ms. C Mani Tel: 046 603 6130 Fax: 046 636 2472

Issued by office of the Acting Municipal Manager: Mr. M Planga, Grahamstown 6140  
Tel.: (046) 603 ; Fax: (046) 603 2472.

 29/09/2016  
Mr. M. PLANGA  
ACTING MUNICIPAL MANAGER