

ERRATUM

Notice to Prospective Bidders

Tenders are invited from suitable tenderers in respect of the item below:

Project Name	Contract Number	Point allocated	Compulsory Briefing Meeting	Date	Time	Contact Person
Travel and Accommodation Management Services for a period of two (02) years	MLM/2016-17/BTO/008	80/20	Grahamstown: Makana Municipal Offices City Hall Council Chamber -	14/10/2016	10H00	Mr. Mager / Ms NF Siwahla @ 046 603 6024 or C. Mani @ 046 603 6022

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 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"> • Attach proof of registration with Association of South African Travel Agents (ASATA) (10) • Attach proof of registration with International Association of Travel Agents (IATA) (10) • Qualifications of the project team in tourism Management or Equivalent (10) 	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)	10

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 2nd Floor Budget & Treasury Department: Makana Local Municipality Offices Grahamstown not later than 21 October 2016 @ 12H00 where they will be opened in public.

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.



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M. Planga
Acting Municipal Manager