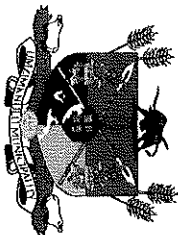




PROVISION OF TRAVEL AGENT SERVICES



UMZIMKHULU LOCAL MUNICIPALITY

PROPOSAL NUMBER : ULM- ULM-BTO 001/21

REQUEST FOR PROPOSAL: PROVISION OF TRAVEL AGENT SERVICES

TENDER AMOUNT / RATES :

IN WORDS:

**The Municipal Manager
Umzimkhulu Local Municipality
169 Main Street
Private X 53
Umzimkhulu
3297**

Tel: 039 259 5000 Fax: 039 259 0427

NAME OF SERVICE PROVIDER : :

CONTACT PERSON : :

TELEPHONE : :

FAX : :

ADDRESS : :

CSD Registration of a Number:

SARS PIN :.....

TENDER CLOSES: 16 OCTOBER 2020



PROVISION OF TRAVEL AGENT SERVICES

CONTENT PAGE

| NO. | DESCRIPTION |
|------------|-----------------------|
| 1. | TENDER NOTICE |
| 2. | TERMS OF REFERENCE |
| 3. | EVALUATION CRITERIA |
| 4. | MBD FORMS |
| 5. | RETURNNABLE DOCUMENTS |



PROVISION OF TRAVEL AGENT SERVICES

Annexure A:

TENDER NOTICE



PROVISION OF TRAVEL AGENT SERVICES

Date issued **09/09/2020**
KZN435/20/21/ 003/BTO

INVITATION TO TENDER ADVERTISEMENT UMZIMKHULU LOCAL MUNICIPALITY

UMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

| PROJECT NAME | PROPOSAL NUMBER | BRIEFING DATE |
|---|-----------------|--------------------|
| PROVISION OF TRAVEL AGENT SERVICES (36 months contract) | ULM-BTO 001/21 | 21/09/2020 @12h:30 |

Tender documents will be available on the municipal website (www.umzimkhululm.gov.za) and will also be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the non-refundable payment of R200 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between **09:30am and 16:00pm** from the **10th of September 2020**; cut-off time for buying documents is the **21st of September 2020, 15 minutes before the briefing time.**

Briefing meeting (Not compulsory) is scheduled to take place at **UMzimkhulu Municipality Main Building, 169 Main Street, UMzimkhulu 3297**

Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBE points will not be allocated if the Certificate is not submitted

- Registered on Central Suppliers Database (CSD) attach proof of Registration
- Valid BBBEE certificate with SANAS logo and verified by agencies accredited by SANAS / commissioned SWORN Affidavit
- MBD 4, 8 & 9 -
- Municipal rates and services certificate / statement / billing for the directors, owners , shareholders of the company to confirm that Municipal rates are not in arrears for more than 90 days or;
- Attach valid lease agreement if the company is leasing the office space
- Attach a valid lease agreement if the director is leasing accommodation
 - Attach affidavit if the account is under your parents , siblings , grandparents and you are not paying any Municipal rates
 - Copy of a marriage certificate if Municipal account in under your spouse
- Certificate of Authority” to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and



PROVISION OF TRAVEL AGENT SERVICES

dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head (example is provided in the tender document).

Conditions of Tender

- 80/20 Preference Point System will be used on the following project, functionality will be considered and uMzimkhulu Local Municipal SCM policy.

Evaluation criteria

Criteria for functionality

Minimum threshold (60% or 48 points)

| Criteria | Maximum Points |
|---|-------------------------|
| <p>Company relevant Experience: (service provider to attach appointment letters with reference letters from previous sectors / Institution)</p> <p>10 projects (appointment letters with reference letters) = 30 points</p> <p>5 - 9 projects (appointment letters with reference letters) = 15 points</p> | <p>30 points</p> |
| <p>Expertise : at least 2 team members must have ND: In tourism or Equivalent Hospitality Courses</p> | <p>20 points</p> |



PROVISION OF TRAVEL AGENT SERVICES

| | |
|--|------------------|
| Methodology <ul style="list-style-type: none"> • Turnaround time on sourcing booking & reservation quotation • 24 hours emergency service and support <p>Fully covered all aspects = 20</p> <p>Partially covered both aspects =10</p> | 20 points |
| Accreditation certificate (International trading license & Local) | 10 points |

The points associated with the comprehensive proposal will be awarded as reflected in the above table. The bidder must score at least 50% in each of the above segment. Even if the bidder has scored 60% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

NB: On Accreditation & Expertise segment it is compulsory to score full points 100%

Validity period is 120 days

Contact Details

All other enquiries shall be directed to:

Attention : Ms L. Mngonyama
Telephone : (039) 259 5055
Fax No : (039) 259 0427
Email Address : mngonyamal@umzimkhulu.gov.za

Closing date

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid Name**, must be deposited in the tender box of UMzimkhulu Local Municipality, located at 169 Main Street, UMzimkhulu, 3297 reception area, not later than **12h: 00, 16th of October 2020** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.



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Tenders may only be submitted on the tender documentation provided by the municipality.

The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. UMzimkhulu Municipality Supply Chain Management policy will apply.

**Z. S. SIKHOSANA
MUNICIPAL MANAGER**



PROVISION OF TRAVEL AGENT SERVICES

**Annexure B:
TOR: / Specification**



PROVISION OF TRAVEL AGENT SERVICES

TERMS OF REFERENCE: TRAVEL AGENT 36 MONTHS CONTRACT

1. BACKGROUND

UMzimkhulu Municipality requests proposals from the experienced, qualified and reputable service providers to assist the Municipality with Travel and Accommodation Services.

2. SCOPE OF SERVICE

The service provider undertakes to conduct the services of air and surface travel, car hire, Shuttle and accommodation reservations on behalf of UMzimkhulu municipality.

Cost containment regulation & UMzimkhulu S & T Policy will apply during the bookings.

3. AVAILABILITY

- The service provider shall conduct business from 8h00 to 17h00, five days a week
- Shall provide service to the municipality as per the hours stated on the above bullet.

4. EMERGENCY SERVICE AND SUPPORT (24 HOURS)

- The service provider shall provide afterhours emergency service and support to UMzimkhulu Municipality on a dedicated phone number (mobile or land line)
- UMzimkhulu Municipality shall utilize the Emergency and support service number(s) provided by the service provider for making reservations for emergency and unforeseen circumstances.

5. AIR AND SURFACE TRANSPORTATION

- The service provider shall ensure that all offers shall be aimed at providing the best service to UMzimkhulu Municipality (Economy Class)
- The service provider shall make frequent follow up contact with the booking official at UMzimkhulu Municipality or Travellers with regard to waitlist reservations informing them of the progress made.

6. CAR RENTALS



PROVISION OF TRAVEL AGENT SERVICES

- The service provider shall negotiate on behalf of Umzimkhulu Municipality with car rental suppliers at destinations where there is a need for Umzimkhulu Municipality officials or representatives to be provided with a service.
- The Service provider shall effect payment to car rental suppliers on behalf of Umzimkhulu Municipality.

7. HOTELS AND ALTERNATIVE ACCOMMODATION

- The service provider shall reserve accommodation at economical rates
- Upon cancellation of any accommodation arrangements, notify the relevant supplier immediately to avoid any cancellation charges.

8. INVOICING

- The Municipality will process payment within 30 days
- Invoices may be submitted after the service has been rendered.

9. DURATION

The duration of the contract shall be the minimum of two (36) months.

The probation period for the service provider shall be six months. If the Municipality is not satisfied with the services of the service provider within the probation period then the services will be terminated.

10. SUBMISSION OF PROPOSALS

Closing date and time for proposals is the **16 October 2020 at 12h00**. Proposals received after the stated date and time will not be considered. Couried, Faxed or emailed proposals will not be considered

Council does not bind itself to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal. The UMzimkhulu Municipality SCM Policy will be used.

11. CONCLUSION

Should you have any queries in this regard please do not hesitate to contact

Ms.L.Mingonyama 039-259-5055

PROVISION OF TRAVEL AGENT SERVICES

Approval of Terms of Reference

Signed by and on behalf of the Umzimkhulu Municipality by
T. Ngcemu in her/his capacity as
CHIEF FINANCIAL OFFICER, she/he being duly authorized thereto and
warranting such authority, at UMZIMKHULU on the 19 day of
September 2020 Signature [Signature]



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Annexure C:

Evaluation Criteria



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First Phase of the Evaluation (SCM Compliance)

1. The suppliers must be registered on CSD
2. Submit Tender Document
3. The suppliers must submit CSD Registration Number & SARS PIN
4. Valid BBBEE certificate with SANAS logo and verified by agencies accredited by SANAS / commissioned sworn Affidavit
5. MBD Forms (relevant)
6. Municipal rates and services certificate / statement / billing for the directors , owners , shareholders of the company to confirm that Municipal rates are not in arrears for more than 90 days or;
7. Certificate of Authority” to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head example is provided on the document.

NB: In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each and every alteration. The Municipality reserves the right to reject the tender if corrections are not made in accordance with the above. (usage of correction pen is not permitted)

Second Phase of Evaluation

Evaluation criteria

Criteria for functionality

Minimum threshold 48 points or 60%

| Criteria | Maximum Points |
|--|-------------------------|
| <p>Company relevant Experience : service provider to attach appointment letters with reference letters of similar service from previous sectors / Institution)</p> <p>10 projects (appointment letters with reference letters) = 30 points</p> | <p>30 points</p> |



PROVISION OF TRAVEL AGENT SERVICES

| | |
|--|------------------|
| 5 - 9 projects (appointment letters with reference letters) = 15 points | |
| Expertise : ND: In tourism or Equivalent Hospitality diploma qualification must be certified & attached for atleast 2 team members | 20 points |
| Methodology <ul style="list-style-type: none">• Turnaround time on sourcing booking & reservation quotation• 24 hours emergency service and support Fully covered all aspects = 20 Partially covered both aspects =10 | 20 points |
| Accreditation certificate (International trading license & Local) | 10 points |

The points associated with the comprehensive proposal will be awarded as reflected in the above table. The bidder must score at least 50% in each of the above segment. Even if the bidder has scored 60% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

NB: on Accreditation & Expertise segment it is compulsory to score full points 100%

80/20 Score Points

- Preferential Goal 80= points price 20 = BBBEE

Price

$$Ps = 80 \left(1 - \frac{(Pt - Pmin)}{Pmin} \right)$$

TOTAL POINTS **100**

General terms of specification

Compulsory briefing : No

Closing date : Stated on the advert



PROVISION OF TRAVEL AGENT SERVICES

Discussion on the terms of reference

- Duration of the project – 36 months
- Tendered amount must be firm include vat.
- Requirement (specified on the specification)
- Price must be Validity for 120 days



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SCM COMPLIANCE ANNEXURE: A

- Attach proof that you are registered on Central Suppliers Database (CSD)



PROVISION OF TRAVEL AGENT SERVICES

SCM COMPLIANCE ANNEXURE: B

-Attach Valid BBBEE certificate accredited by SANAS / commissioned sworn affidavit



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SCM COMPLIANCE ANNEXURE: C

-Sign MBD 4, 8 & 9



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SCM COMPLIANCE ANNEXURE: D

-Attach Updated Municipal rates statement for the company not in arrears for more than 90 days / Valid lease Agreement / affidavit when you operate at Home



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SCM COMPLIANCE ANNEXURE: E

- Attach Municipal rates statement for the directors not in arrears for more than 90 days
- or
- attach a valid lease agreement if the director is leasing residential Property
- or
- attach affidavit if the Municipal Account is under your parents or siblings and they are responsible for paying Municipal rates (if the address is same as your) and attach the copy of the Municipal rates for the above mentioned
- or
- attach copy of a marriage certificate if Municipal account in under your spouse



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SCM COMPLIANCE ANNEXURE: F

Attach Certificate of Authority” to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head
(example is provided on Form B)



PROVISION OF TRAVEL AGENT SERVICES

Tender Conditions

- The Municipality may request clarity pertaining the Proposal / response if it's not clear.
- Presentation may be required for Clarity purposes,
- The Municipality may request for a price negotiation when necessary
- Use of correction pen is prohibited.
- The Municipality may request price confirmation on goods / material that has price fluctuation and service providers must respond within the stipulated time.
- The municipality may request to extend the validity period.



PROVISION OF TRAVEL AGENT SERVICES

ANNEXURE D

MBD Forms

PART A INVITATION TO BID

| | | | |
|---|---|--|--|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY) | CLOSING DATE: | CLOSING TIME: | |
| BID NUMBER: | | | |
| DESCRIPTION | | | |
| THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBDT). | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT STREET ADDRESS | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| SUPPLIER INFORMATION | | | |
| NAME OF BIDDER | | | |
| POSTAL ADDRESS | | | |
| STREET ADDRESS | | | |
| TELEPHONE NUMBER | CODE | NUMBER | |
| CELLPHONE NUMBER | | NUMBER | |
| FACSIMILE NUMBER | CODE | NUMBER | |
| E-MAIL ADDRESS | | | |
| VAT REGISTRATION NUMBER | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | OR | CSD No: |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX) | <input type="checkbox"/> Yes <input type="checkbox"/> No | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSES) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3] |
| TOTAL NUMBER OF ITEMS OFFERED | | TOTAL BID PRICE | R |
| SIGNATURE OF BIDDER | | | DATE |
| CAPACITY UNDER WHICH THIS BID IS SIGNED | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | TECHNICAL INFORMATION MAY BE DIRECTED TO: | |
| DEPARTMENT | Budget & Treasury Office : SCM Unit | CONTACT PERSON | |
| CONTACT PERSON | L Mngonyama | TELEPHONE NUMBER | |
| TELEPHONE NUMBER | 039 259 5055 | FACSIMILE NUMBER | |
| FACSIMILE NUMBER | 039 259 0427 | E-MAIL ADDRESS | |
| E-MAIL ADDRESS | mngonyama@umzinkhululm.gov.za | | |

TERMS AND CONDITIONS FOR BIDDING

- 1. BID SUBMISSION:**
- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
 - 1.2. ALL BIDS MUST BE SUBMITTED ON THE DOCUMENT PROVIDED
 - 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3. APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4. FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B.3.
- 2.5. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

PRICING SCHEDULE
(Professional Services)

| | |
|----------------------|---------------------|
| Name of Bidder:..... | Bid Number: |
| Closing Time: | Closing Date: |

OFFER TO BE VALID FOR DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO | DESCRIPTION | BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED) |
|---------|-------------|--|
|---------|-------------|--|

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

| 4. PERSON AND POSITION | HOURLY RATE | DAILY RATE |
|------------------------|-------------|------------|
| _____ | R_____ | _____ |
| _____ | R_____ | _____ |
| _____ | R_____ | _____ |
| _____ | R_____ | _____ |
| _____ | R_____ | _____ |
| _____ | R_____ | _____ |
| _____ | R_____ | _____ |

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

| | | | |
|-------|--------|-------|------|
| _____ | R_____ | _____ | days |
| _____ | R_____ | _____ | days |
| _____ | R_____ | _____ | days |
| _____ | R_____ | _____ | days |

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| _____ | _____ | _____ | R_____ |
| _____ | _____ | _____ | R_____ |
| _____ | _____ | _____ | R_____ |
| _____ | _____ | _____ | R_____ |

***"all applicable taxes" includes value-added taxes, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

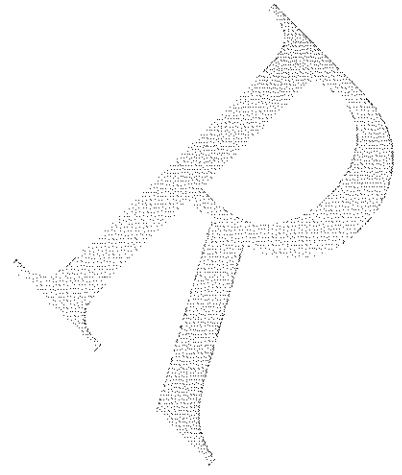
3.2. Other expenses, for example accommodation (specify, eg: three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| | | | R..... |
| | | | R..... |
| | | | R..... |
| | | | R..... |
| TOTAL: R..... | | | |

6. Period required for commencement with project after acceptance of bid
.....
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/ NO.
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index

.....

*Delete if not applicable



DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1 Full Name of bidder or his or her representative:.....
- 3.2 Identity Number:
- 3.3 Position occupied in the Company (director, trustee, hareholder²):.....
- 3.4 Company Registration Number:
- 3.5 Tax Reference Number:.....
- 3.6 VAT Registration Number:
- 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
- 3.8 Are you presently in the service of the state? **YES / NO**
 - 3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be --

- (a) a member of --
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | State Employee Number | Owner of the company (yes / no) | Share percentage on the Company |
|-----------|-----------------|-----------------------|----------------------------------|---------------------------------|
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..... **Signature** **Date**

..... **Capacity** **Name of Bidder**

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

NO

*YES /

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

.....

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

.....

.....

* Delete if not applicable

***YES / NO**

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

*YES / NO

3.1 If yes, furnish particulars

.....
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

*YES / NO

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE

FALSE.

.....

Signature

Date

.....

.....

Position

Name of Bidder

.....

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

- 1.2 a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20..... preference point system shall be applicable; or

- 1.3 Points for this bid shall be awarded for:

- (a) Price; and
 (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

| POINTS | |
|--|------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

| | | |
|---------------------------|----|----|
| 1 | 10 | 20 |
| 2 | 9 | 18 |
| 3 | 6 | 14 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?
(Tick applicable box)

YES NO

7.1.1 If yes, indicate:

- i) What percentage of the contract will be sub-contracted:.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)
YES NO
- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

| | | |
|---|------------|------------|
| Designated Group: An EME or QSE which is at last 51% owned | EME | QSE |
| by: | √ | √ |
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 **Name** of
company/firm:.....

8.2 **VAT** registration
number:.....

8.3 **Company** registration
number:.....

8.4 **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

8.6 **COMPANY CLASSIFICATION**

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 **MUNICIPAL INFORMATION**

Municipality **where** **business** **is** **situated:**

Registered Account Number:

Stand Number:.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDER(S)

DATE:

ADDRESS

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item | Question | Yes | No |
|-------|---|---------------------------------|--------------------------------|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page. | | |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| Item | Question | Yes | No |
|-------|--|--------------------------|--------------------------|
| 4.3.1 | If so, furnish particulars: | | |
| 4.4 | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars: | | |
| 4.5 | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.7.1 | If so, furnish particulars: | | |

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS
 DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
 ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
 PROVE TO BE FALSE.**

Signature **Date**

Position **Name of Bidder**

CERTIFICATE OF INDEPENDENT BID DETERMINATION

MBD 9

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

MBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

JS9141w 4



PROVISION OF TRAVEL AGENT SERVICES

ANNEXURE E

RETUNABLE DOCUMENT



RETURNABLE DOCUMENT

FORMS TO BE COMPLETED BY THE BIDDER:

Bidders shall note that completed Forms A, B, C, D, & E must be included in the proposal.

The information contained on these forms, plus the supporting documentation will be used in the evaluation of the proposals.



FORM A:

CERTIFICATE OF ATTENDANCE AT THE CLARIFICATION MEETING

This is to certify that
..... Representative of
(Service Provider)

..... of
(address)

.....
..

.....
.....

telephone number
..... (.....)

fax number
..... (.....)

e-mail
.....

attended the clarification meeting on (date)
.....

I CERTIFY that I am satisfied with the description of the work and explanations given by the
said Employer's Representative and that I understand perfectly what is required in compiling
my proposal.

CONSULTANT'S REPRESENTATIVE: (Signature)

EMPLOYER'S REPRESENTATIVE: (Signature).....



FORM B:

CERTIFICATE OF AUTHORITY FOR SIGNATURE

1. CONSULTANT

1.1 A “Certificate of Authority” to sign all documents in connection with this proposal and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached to this page. **An example is given below.**

2. JOINT VENTURE

2.1 The document of formation of the Joint Venture shall be attached to this page.

2.2 A “Certificate of Authority” to sign all documents in connection with this Bid and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Boards of Directors of each member of the Joint Venture and shall be attached to this page.

A CERTIFICATE OF AUTHORITY FOR SIGNATORY

“By resolution of the board of directors passed at a meeting held on

Mr/Ms....., whose signature appears below, has been duly authorised to sign all documents in connection with this Request for Proposals and any contract which may arise there from on behalf of

(Name of company or JV - block capitals).....

SIGNED ON BEHALF OF THE COMPANY (signature).....

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.....

2.....



FORM C:

RELEVANT EXPERIENCE

| Employer (Name, Tel. No. or Fax No.) | Details of Project | Value of Work (fees) | Year |
|--|--------------------|-------------------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Continued overleaf... - /



FORM C: RELEVANT EXPERIENCE (Continued)

| Employer (Name, Tel. No. or Fax No.) | Details of Project | Value of Work (fees) | Year |
|--|--------------------|-------------------------|------|
| | | | |
| | | | |
| | | | |
| | | | |

Failure to provide the necessary information will compromise the proposal.

SIGNED ON BEHALF OF THE CONSULTANT

.....



FORM D:

BANK DETAILS

The Consultant shall provide details of banking details which shall be applicable to this contract. In the case of a joint venture, a collective joint venture account shall be provided and details provided below shall be of the joint venture account.

Bank Details - Bank Name:

Address:

Account Number:.....

Contact Person:

Tel No.:

Fax No.:

Auditor Details - Firm Name:

Address:

Firm Number:

Contact Person:

Tel No.:

Fax No.:

SIGNED ON BEHALF OF THE CONSULTANT:

.....



Annexure F:

PROPOSED FEE STRUCTURE

(To be prepared and attached by Bidder)