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## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 07/09/2020  
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:00

Tender documents will be available on the municipal website ([www.umzimkhululm.gov.za](http://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 10<sup>th</sup> of September 2020; cut-off time for buying documents is the 21<sup>st</sup> 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, BBBEE 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 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)**

<b>Criteria</b>	<b>Maximum Points</b>
<p><b>Company relevant Experience:</b> ( 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><b>30 points</b></p>
<p><b>Expertise :</b> at least 2 team members must have ND: In tourism or Equivalent Hospitality Courses</p>	<p><b>20 points</b></p>

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

**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@umzimkhulum.gov.za](mailto:mngonyamal@umzimkhulum.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, 16<sup>th</sup> of October 2020** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

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.**

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**Z. S. SIKHOSANA**

**MUNICIPAL MANAGER**