



PROVISION OF TRAVEL AGENCY SERVICES FOR A PERIOD OF 24 MONTHS FOR HARRY GWALA DISTRICT MUNICIPALITY

HARRY GWALA DISTRICT MUNICIPALITY

TENDER DOCUMENT FOR

CONTRACT NUMBER: HGDM862/HGDM/2024

TENDER AMOUNT:

TENDER AMOUNT IN WORDS:

.....
.....

**The Municipal Manager
Harry Gwala District Municipality
40 Main Street
Ixopo
3276**

Tel: 039 834 8700 Fax: 039 834 1701

NAME OF SERVICE PROVIDER :.....

CONTACT PERSON :.....

TELEPHONE :.....

EMAIL ADDRESS :.....

CSD Registration of a Number:

SARS PIN :.....

CRS Number

TENDER CLOSES: 20 FEBRUARY 2025



PROVISION OF TRAVEL AGENCY SERVICES FOR A PERIOD OF 24 MONTHS FOR HARRY GWALA DISTRICT MUNICIPALITY

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PROVISION OF TRAVEL AGENCY SERVICES FOR A PERIOD OF 24 MONTHS FOR HARRY GWALA DISTRICT MUNICIPALITY



HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

Email: madolon@harrygwalamunicipality.gov.za

BID NOTICE

HGDM862/HGDM/2024

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Central Supplier database registration (CSD)

PROJECT NAME	TENDER NUMBER	CLOSING DATE
Provision of Travel Agency services for a period of 24 months for Harry Gwala District Municipality	Contract No. HGDM862/HGDM/2024	20 FEBRUARY 2025

- A signed MDB 1,2,3,4,6.1,8,9 form must be completed in full and signed submitted with all Bids (available on our municipal website or at the reception)
- Municipal utility bill for the property rates and services for the company not older than 90 days/valid lease agreement/affidavit when your company operates from home, rented office or rural area. Attach a municipal payment arrangement agreement with the municipality for rates and services that are in arrears for more than 90 days
- A Joint-Venture Agreement, if applicable, must be submitted with tender
- Company profile

The following will apply in all the above bids:

- Rates based inclusive of VAT.
- A firm delivery period must be indicated.
- All tenders must be valid for 90 days after the tender closing date.
- 80/20 Preference point system will be used in Evaluation. Functionality will be calculated first.

PREFERENCE DISCIPTION	POINT	SYSTEM	NUMBER OF POINTS	VERIFICATION DOCUMENTS
SPECIFIC GOALS			20	



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The promotion of South African owned enterprises	8	I.D documents of directors and CIPC documents/ CSD
Promotion of black owned enterprises	4	I.D documents of directors. shareholder certificates and CIPC documents/ CSD
Promotion of Woman- Ownership of more than 50%	4	I.D documents of directors, shareholder certificates and CIPC documents/ CSD
Promotion of people with Disabilities. Ownership of more than 50 %	2	I.D documents of directors, shareholder certificates, medical certificates and CIPC documents/ CSD
Promotion of Youth	2	I.D documents of directors, shareholder certificates and CIPC documents/ CSD
Total points	20	

CLOSING DATE

The closing date for the bid is as per the table above. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the contract **HGDM862/HGDM/2024** number and project name on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, IXOPO before the closing date and time. Telegraphic, telexed or faxed bids will not be considered, and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the bid.

BID ENQUIRIES

All bid enquiries and other matters shall be directed to the during working hours on Tel.:039-834 4700

COLLECTION OF BID DOCUMENTS

Bid documents may be collected from the **20 JANUARY 2025** between **09h00 to 16h00** at Harry Gwala District Municipality Offices, Finance Services Department, situated at Ixopo 40 Main Street, Ixopo 3276. Tender documents will be issued upon payment of a non-refundable cash fee of **R300 .00** each. Bid documents can also be downloaded on municipal website: www.harrygwaladm.gov.za.

.....
GM. Sineke
Municipal Manager

SCOPE OF WORKS



PROVISION OF TRAVEL AGENCY SERVICES FOR A PERIOD OF 24 MONTHS FOR HARRY GWALA DISTRICT MUNICIPALITY

The successful bidder shall be required to provide the following services:

4.1 Travel management services

- 4.1.1 Provision of travel management services during normal business hours (Monday to Friday – 08h00 to 18h00)
- 4.1.2 Provision of a consultant or team of consultants to assist travellers with after hours and emergency reservations and changes to travel plans.
- 4.1.3 Provision of a dedicated consultant/s to assist VIP/Executive (Political and Administrative leadership) travellers with after hours and emergency assistance.
- 4.1.4 Provide after-hours services from Monday to Friday outside of the official hours (08h00 to 18h00) and 24hours inclusive of weekends and public holidays.
- 4.1.5 Compile and provide a standard operating procedure for managing after hours and emergency services.

4.2 Reservations

- 4.2.1 Receive travel requests from travellers and support staff, respond with value for money offers in terms of quotations (confirmations) and availability. Upon receipt of the relevant approval, the travel agent will issue the required vouchers immediately and send it to the support staff and traveller via the agreed medium of communication.
- 4.2.2 Be apprised of all travel requirements for relevant travel destinations and advise travellers of the most cost effective and convenient travel options and other necessary recommendations where appropriate.
- 4.2.3 Book the negotiated discounted fares and rates where possible.



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- 4.2.4 Book parking facilities at the airports where required for the duration of the travel.
 - 4.2.5 Facilitate group bookings (for meetings, conferences, events etc) in order to receive the discounted rates.
 - 4.2.6 Issue all the necessary travel documents, itineraries and vouchers timeously to travellers prior to departure dates and times.
 - 4.2.7 Advise the traveller of all visa and inoculation and prophylaxis requirements well in advance.
 - 4.2.8 Assist with foreign exchange and the issuing of travel insurance for international trips where required.
 - 4.2.9 Facilitate any reservations and bookings that are generated through their own or third party online booking tool (OBT) where it can be implemented.
- 4.3 Air travel
- 4.3.1 Booking of full service carriers as well as low cost carriers.
 - 4.3.2 Booking of most cost effective airfares possible for domestic travel
 - 4.3.3 Assist with the bookings of charters for VIPs utilizing the existing transversal term contract where applicable as well as the sourcing of alternative service providers for other charter requirements.
 - 4.3.4 Track and manage unused e-tickets as per agreement with the institution and provide a report on refund management once a quarter.
 - 4.3.5 Assist with lounge access, when required for VIP and Executive travellers.
- 4.4 Accommodation



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- 4.4.1 Accommodate travellers from Harry Gwala District Municipality at establishments with which government has negotiated corporate rates. Should there be no rate agreement in place in the destination or should the contracted establishment be unable to accommodate the traveller, travel agency will source suitable accommodation bearing in mind the requirement of convenience for the traveller and confirmation with acceptable costs or as stipulated in written directives issued from time to time by the municipality.
- 4.4.2 Must issue accommodation vouchers to all travellers for accommodation bookings and must be invoiced to the municipality, such invoices must be supported by a copy of the original hotel accommodation charges.
- 4.4.3 Must provide proof during the reporting period, where applicable, that accommodation rates were booked within the maximum allowable rates as per the cost containment instructions of government.
- 4.5 Car rental and shuttle services
- 4.5.1 Booking the approved category vehicle in accordance with the Harry Gwala District Municipality's travel policy with the appointed car rental service provider from the closest rental location (airport, hotel and venue).
- 4.5.2 Advise the traveller on the best time and location for collection and return considering the travellers specific requirements.
- 4.5.3 Booking of transfers in line with Travel policy with the appointed service providers which can also include bus and rail services where necessary.
- 4.5.4 Appoint and manage shuttle service providers on behalf of the municipality and ensure compliance with the minimum standards set out in the travel policy.



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4.5.5 Provision of proof that negotiated rates were booked where applicable.

4.6 Communication

4.6.1 Investigate all enquiries and provide prompt feedback in accordance with the service level agreement.

4.6.2 Implement a compliant handling procedure to manage and record the compliments and complaints of the travel agency and other travel service providers.

4.6.3 Provision of a booking tool that will facilitate domestic bookings to optimize services.

4.6.4 Implement the necessary processes to ensure that all the data provided to the travel agency is always secure and not accessible to any unauthorized parties.

4.7 Value Added Services

4.7.1 Destination information for regional and international destinations:

- Health warnings
- Weather forecasts
- Places of interest
- Visa information
- Travel alerts
- Location of hotels and restaurants
- Information including the cost of public transport
- Rules and procedures of the airport
- Business etiquette of the specific country
- Airline baggage policy

4.7.2 Electronic voucher retrieval via web and smartphones

4.7.3 SMS notification for travel confirmations



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4.7.4 Travel audits

4.7.5 VIP services for Executives that include check in support



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BILL OF QUANTITIES

Example

SERVICES	ESTIMATES PER SERVICE	COMMISSION PERCENTAGE ON CONFIRMED BOOKING	BID PRICE ESTIMATE
Domestic Accommodation bookings and meals,	R2000	10% (to be provided/quoted by the Bidder below)	R2200

PROPOSED FEE STRUCTURE FOR TRAVEL AGENCY SERVICES:

SERVICES	ESTIMATES PER SERVICE	COMMISSION PERCENTAGE ON CONFIRMED BOOKING	BID PRICE (estimate)
Domestic Accommodation bookings and meals	R2000.00	%	R
International Accommodation bookings and meals,	R10 000.00	%	R
Conferencing facilities per conference booking (including meals, meeting extras like PA/sound System, data projectors, microphones, screens etc.)	R 2000.00	%	R
Car hire	R 2000.00	%	R
Shuttle services	R2000.00	%	R
Domestic Air bookings	R2000.00	%	R
International Air bookings	R20 000.00	%	R
After-hour service	R2000.00	%	R
Total (Total Bid Price to be carried to form of offer)			R

NB: (a) estimates to be used for calculating price points purposes
 (b) Bidders must add percentage on the commission percentage column
 (c) percentage increase for year two (2) will be determined by the prevailing CPI



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Evaluation Criteria

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 POINTS WILL BE AWARDED AS FOLLOWS:-

Received responsive proposals will be evaluated based on the following criteria
The bid will be evaluated in two stages namely:

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

Assessment of functionality. Only service providers who will achieve a minimum of **60** of the total available points, in accordance with the criteria will qualify for stage two of the evaluation. The formula will be used to calculate Functionality using the criteria mentioned below. Functionality will first be evaluated using the following points:

KEY CRITERIA ASPECT	BASIS FOR POINTS ALLOCATION	SCORE	MAXIMUM POINTS	VERIFICATION METHOD
Relevant experience in travel agency services	Provide at least 8 previous projects of this nature with traceable references including contact details	70	70	Appointment letters or purchase order and signed reference letters to be attached with valid contact details.
	Provide at least 6 previous projects of this nature with traceable references including contact details	50		
	Provide at least 4 previous projects of this nature with traceable references including contact details	20		
Registration with ASATA	Provide proof of registration with ASATA	10	10	Submit proof of registration with ASATA
	Not registered with ASATA	0		
Financial viability	A rating	20	20	Signed bank rating
	B rating	10		
	C rating	5		
	D rating or lower	3		
Total number of points			100	
Minimum threshold points to qualify to stage 2			60	



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A score of less than 60 out of 100 points for functionality will render the tender nonresponsive, this therefore indicate that, the onus rests with the tenderer to supply sufficient information to allow for evaluation and award of points detailed below. If insufficient information is supplied, zero points will be awarded for that item. Please note that, functionality points will only be utilized to determine the responsiveness of tenders and will not be utilized further in the evaluation process.

Any tender that scores below 60 points on functionality will be regarded as non-responsive and shall not proceed to evaluation level.

Second Phase of Evaluation

Stage 2:

This bid Shall be evaluated in terms of the Preferential Procurement Policy Framework Act (No 5 of 2022), bidders may claim preference points in terms of Specific Goal

The 80/20 preference point system will be used for this bid.

PREFERENCE POINT SYSTEM DISCRIPTION	NUMBER OF POINTS	VERIFICATION DOCUMENTS
SPECIFIC GOALS	20	
The promotion of South African owned enterprises	8	I.D documents of directors and CIPC documents/ CSD
Promotion of black owned enterprises	4	I.D documents of directors. shareholder certificates and CIPC documents/ CSD
Promotion of Woman- Ownership of more than 50%	4	I.D documents of directors, shareholder certificates and CIPC documents/ CSD
Promotion of people with Disabilities. Ownership of more than 50 %	2	I.D documents of directors, shareholder certificates, medical certificates and CIPC documents/ CSD
Promotion of Youth	2	I.D documents of directors, shareholder certificates and CIPC documents/ CSD
Total points	20	



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Approval of Terms of Reference

Signed by and on behalf of the Harry Gwala District Municipality by Mrs. TT Thiyane-Magaqa in her capacity as The Executive Director: Corporate Services, she is being duly authorized thereto and warranting such authority, at on the day of 20.....

Signature

HOD/ DELEGATED OFFICIAL TO SIGN



PROVISION OF TRAVEL AGENCY SERVICES FOR A PERIOD OF 24 MONTHS FOR HARRY GWALA DISTRICT MUNICIPALITY

First Phase of the Evaluation (SCM Compliance)

- 1. Submission of Harry Gwala District Municipality original or downloaded tender document.**
- 2. The suppliers must submit CSD Registration Number & SARS PIN**
- 3. MBD Forms (relevant)**
- 4. Municipal utility bill for the property rates and services for the company not older than 90 days/valid lease agreement/affidavit when your company operates from home, rented office or rural area. Attach a municipal payment arrangement agreement with the municipality for rates and services that are in arrears for more than 90 days**
- 5. 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.**
- 6 Joint venture agreement duly signed by both parties. (If applicable).**
- 7 Fully filled in and signed declaration of supply chain management past practices.**
- 8 Fully filled in and signed compulsory questioner.**
- 9 Fully filled in and signed certificate of independence.**
- 10 Fully filled in and signed form of offer.**
- 11 Fully filled in and signed pricing schedule.**
- 12 Fully filled in and signed declarations of procurement above R10 million. (If applicable).**

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 alteration. The municipality reserves the right to reject the tender if corrections are not made in accordance with the statement above. (Usage of correction pen is not permitted)



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80/20 Preferential points system

80	Price
20	Specific Goals

Price

$$P_s = 80 \left(1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

TOTAL POINTS **100**

General terms of specification

Compulsory briefing : No
Closing date : Stated on the advert

Terms of reference conditions

- Duration of the project – 24 months
- Tendered rates /amount must be firm and include vat.
- Requirement (specified on the specification)
- Price must be Validity for **90** days.



PROVISION OF TRAVEL AGENCY SERVICES FOR A PERIOD OF 24 MONTHS FOR HARRY GWALA DISTRICT MUNICIPALITY

SCM COMPLIANCE ANNEXURE: A

- Attach Central Suppliers Database registration (CSD) copy / CSD registration number



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SCM COMPLIANCE ANNEXURE: B

- Specific goals (attach required documents for points allocation)
- A certified copy of I.D document of directors
- Shareholders certificates
- CIPC documents
- Central supplier database report (CSD)



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SCM COMPLIANCE ANNEXURE: C

1. Sign MBD 1, 3.1,4, 6.1, 8 & 9 (MBD 5 for tenders above R10M)

Failure to fully declare, fill in and sign the MBD documents will render the service provider non-responsive (CSD verification will be conducted for false declaration)



PROVISION OF TRAVEL AGENCY SERVICES FOR A PERIOD OF 24 MONTHS FOR HARRY GWALA DISTRICT MUNICIPALITY
SCM COMPLIANCE ANNEXURE: D

- Attach updated Municipal utility bill for the property rates and services for the company not older than 90 days/valid lease agreement if the director is leasing residential property /affidavit when your company operates from home, rented office or rural area. Attach a municipal payment arrangement agreement with the municipality for rates and services that are in arrears for more than 90 days

Preferred address on CSD will be utilised to verify if the information provided is correct.

Based on the protection of personal information ACT 4 of 2013, came into effect on the 1st of July 2021. Service providers must attach recent municipal rates and taxes statement for the company.

For further verification on the submitted documents, bidders may be requested to submit most recent updated **SCM COMPLIANCE ANNEXURE: D** as part of evaluation process.



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SCM COMPLIANCE ANNEXURE: E

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)



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Tender Conditions

- The Municipality may request clarity pertaining to the Proposal / response if it's not clear.
- Presentation may be required for Clarity purposes,
- The Municipality may request 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 extension of validity period.
- Unconfirmed extension of validity within the specified timeframe will render service providers non-responsive.
- Communication method for extension on validity / addendums or any other information may be through emails / newspaper / municipal website.



PROVISION OF TRAVEL AGENCY SERVICES FOR A PERIOD OF 24 MONTHS FOR HARRY GWALA DISTRICT MUNICIPALITY

ANNEXURE F

RETUNABLE DOCUMENT

RETURNABLE DOCUMENT

FORMS TO BE COMPLETED BY THE BIDDER:

Bidders shall note that completed Forms A, B, C, D, E & F 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 B:

CERTIFICATE OF AUTHORITY FOR SIGNATURE

(do not sign the examples)

The Tenderer must indicate the enterprise status by ticking the appropriate box hereunder.

(I) SOLE PROPRIETOR	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(IV) COMPANY	(V) JOINT VENTURE / CONSORTIUM	
				Incorporated	
				Unincorporated	

The Tenderer must provide a certificate in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise(s) **and such resolution shall include a specimen signature of the signatory.**

Failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.

NB: 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 Director(s) of the firm and shall be attached and must be on a Company letter head (signature of signatory is required) example (s) is provided below.

(I) CERTIFICATE FOR SOLE PROPRIETOR (example)

I....., hereby confirm that I am the sole owner of the business trading as:

Specimen Signature of Sole Owner:

Date:

(II) CERTIFICATE FOR CLOSE CORPORATION (example)

I / We, the undersigned, being the key members in the business trading as..... hereby authorise Mr/Ms, acting in the capacity of, to sign all documents in connection with the tender for Contract No. and any contract resulting from it on our behalf.

Signatures of Members:

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

Specimen Signature of Signatory:

Date:

(III) CERTIFICATE FOR PARTNERSHIP (example)

We, the undersigned, being the key partners in the business trading as

hereby authorise Mr/Ms

acting in the capacity of, to sign all documents
 in connection with the

tender for Contract No. and any
 contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

Specimen Signature of Signatory:

Date:

(IV) CERTIFICATE FOR COMPANY (example)

I, chairperson
of the Board of Directors

of, hereby confirm that by
resolution of the Board

(Copy attached) taken on 20.....,

Mr/Ms,
acting in the capacity of

....., was authorised
to sign all documents in connection with this tender and any contract resulting from
it on behalf of the company.

Signature of Chairman:

Specimen Signature of Signatory:

Date:

(V) CERTIFICATE FOR JOINT VENTURE / CONSORTIUM (example)

[This Returnable Schedule is to be completed by a Joint Venture / Consortium]

We, the undersigned, are submitting this tender offer in Joint Venture / Consortium and hereby authorise Mr/Ms....., authorised signatory of the company, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting therefrom on our behalf.

NAME OF COMPANY	ADDRESS	DULY AUTHORISED SIGNATORY
Lead Partner		Signature..... Name..... Designation..... Date.....
		Signature..... Name..... Designation..... Date.....
		Signature..... Name..... Designation..... Date.....

In addition to this Certificate of Authority on behalf of the JV or Consortium, separate Certificates of Authority are also required from each parent company to the Joint Venture or Consortium. These must be in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise to sign the JV or Consortium Certificate of Authority.

For example, if a joint venture partner is a limited liability company, then a resolution of the board of directors for that company is required to demonstrate that the person signing on behalf of the JV has the authority to do so from the parent company. The tenderer must do this either by using the relevant pro forma certificate (I), (II), (III) or (IV), as provided in this Returnable Form B, for that particular type of parent organisation, or by providing a certificate in the form of a resolution of the partners or directors authorising the signatory on behalf of the enterprise **and such resolution shall include a specimen signature of the signatory.**

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 BIDDER

.....

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE HARRY GWALA DISTRICT MUNICIPALITY

**BID NUMBER:
HGDM862/HGDM/2024**

CLOSING DATE: ...

CLOSING TIME: 12H00

**DESCRIPTION
PROVISION OF TRAVEL AGENCY SERVICES FOR A PERIOD OF 24 MONTHS
FOR HARRY GWALA DISTRICT MUNICIPALITY**

The successful bidder will be required to fill in and sign a written Contract Form if applicable

DEPOSITED IN THE BID BOX SITUATED AT

**40 MAIN STREET (HGDM Main Office)
IXOPO
3276**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. PPPFA & associated regulations
5. Eligibility Criteria

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition on MBD 4 attached)

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER

POSTAL ADDRESS

.....

.....

PHYSICAL ADDRESS

.....

.....

EMAIL ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODENUMBER.....

VAT REGISTRATION NUMBER

HAS AN ORIGINAL TAX CLEARANCE CERTIFICATE BEEN ATTACHED (MBD 2)?
YES/NO

**ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU?**
YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE/...../.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

TOTAL BID PRICE.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality: Harry Gwala District Municipality

Department: Corporate Services Department

Contact Person: Mrs TT Thiyane-Magaqa

Email: magaqat@harrygwalmunicipality.gov.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Ms V Roberts

Email: robertsv@harrygwalmunicipality.gov.za

MBD Forms

MBD 2

A) TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of a bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the supplier's tax obligations.

1. In order to meet this requirement, suppliers are required to complete in full the attached form TCC 001 "Application for a Tax Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/individuals who wish to submit bids.
2. SARS will then furnish the suppliers with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval. Copies of TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
3. The original Tax Clearance Certificate or SARS PIN must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In Bids where Consortia/Joint Ventures/Sub-suppliers are involved, each party must submit a separate Tax Clearance Certificate.
5. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

MBD3

FORM OF OFFER AND ACCEPTANCE

NAME OF BIDDER (ORGANISATION): _____

A. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

BID NO HGDM862/HGDM/2024

The Bidder, identified in the Offer signature block below, by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Supplier under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract.

Price:

R..... (*in figures*)

*including VAT	
*excluding VAT	

Amount in _____ * tick relevant box
 words.....

The prices / rates quoted must be firm	Is the delivery period stated firm? Yes/No:
Name: <i>(of person authorised to sign the bid)</i>	Signature:
Name of Witness:	Signature of Witness:
Date:	Failure of a Bidder to sign this form will invalidate the bid
Address of Organisation: _____ _____	
Telephone No. _____ Fax No. _____	

B. ACCEPTANCE

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Bidder's Offer. In consideration thereof, the Employer shall pay the Supplier the amount due in accordance with the Conditions of Contract. Acceptance of the Bidder's Offer shall form an agreement between the Employer and the Bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

Name : <i>(of person authorised to sign the bid)</i>	Signature:
Capacity:	Date:
Name of Witness:	Signature of Witness:

MBD 4

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:

.....

.....

.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Number	Employee

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- 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 **To be completed by the organ of state**
- a) The applicable preference point system for this tender is the 80/20 preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be



interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND**

3.3. **INCOME GENERATING PROCUREMENT**

3.3.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. **POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company



- Personal Liability Company
 - (Pty) Limited

 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.



.....

SIGNATURE(S) OF TENDERER(S)

SURNAME(S) AND NAMES:

DATE:/...../.....

ADDRESS:
.....
.....
.....
.....



MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 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	<p>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?</p> <p>(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>audialterampartem</i> rule was applied).</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? 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 outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

.....

Position

...../...../.....

Date

.....

Name of Bidder



MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 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 *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that 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:



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

HGDM862/HGDM/2024

**PROVISION OF TRAVEL AGENCY SERVICES FOR A PERIOD OF 24 MONTHS
FOR HARRY GWALA DISTRICT MUNICIPALITY**

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____

(Name of Bidder)

that:

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.
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.



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