



## MHLONTLO LOCAL MUNICIPALITY

### INVITATION TO TENDER

Bids are hereby invited in terms of section 18(a) of the Mhlontlo Local Municipality's Supply Chain Management Policy together with section 83 of the Municipal Systems Act, No.32 of 2000, as amended and read together with sections 110,111 and 112 of the Municipal Finance Management Act No.56 of 2003 for:

**RENDERING OF TRAVEL AGENT SERVICE IN RESPECT OF AIR TRAVEL, CAR RENTAL,  
CONFERENCE VENUE HIRE AND ACCOMMODATION ARRANGEMENTS FOR THE PERIOD OF  
ONE YEAR**

| DESCRIPTION OF TENDER             | TENDER NUMBER   | ADVERT DATE      | COMPULSORY BRIEFING DATE                      | CLOSING DATE AND TIME     |
|-----------------------------------|-----------------|------------------|---|---------------------------|
| RENDERING OF TRAVEL AGENT SERVICE | TA/MHLM/2017-18 | 28 February 2018 | 09/03/2018<br>Time<br>10:00AM @Qumbu<br>Foyer | 20 March 2018<br>AT 12H00 |

#### Evaluation Criteria

Received Responsive bids will be evaluated based on the following:

- Stage 1- Functionality
- Stage 2- Price and preferential points

The 80/20 preference system will be used as per SCM policy, where 80 points will be for price and 20for BBBEE.

#### (b). FUNCTIONALITY ASSESSMENT

| Functionality category & Description | Point Allocation |
|--------------------------------------|------------------|
| Experience and Expertise             | 30               |

|  |    |
|--|----|
| Proof of Registration with the Association of South African Travel Agents (ASATA) or (IATA), Company registration documents, Tax Clearance Certificate and BBBEE Attached on the Proposal  | 30 |
| Methodology and Full Compliance with TOR Provision of a detailed work plan with time frames and clearly explaining how the project will be implemented. Detailed list of available resources and capacity to undertake the project | 40 |

NOTE: Only bidders who scored 70% and more on stage 1 to be evaluated further on price evaluation

### TENDER DOCUMENTS AND ENQUIRIES

Tender documents will be available at e-tender. All enquiries shall be directed to Mr. T Mbono on 047-553 7000 during office hours a

### SUBMISSION OF TENDERS

Tenders must be enclosed in a sealed envelope and addressed to the Municipal Manager, Mhlontlo Local Municipality, cleared marked: **TENDER: RENDERING OF TRAVEL AGENT SERVICE** on the outside of the envelope and deposited in the tender box at the office of Mhontlo Local Municipality at 96 church street Qumbu before the closing date and the company details must be clearly stated on the envelope. Late of faxed tenders will not be considered and Mhlontlo Local Municipality does not bind itself to accept the lowest of any tender and reserves the right to accept the whole or any part of the tender.

S.G. Sotshongaye  
Municipal Manager