

# SUNDAYS RIVER VALLEY MUNICIPALITY



## BID NO. SRVM 011/2018

### TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES

Sundays River valley hereby invites suitable qualified and registered Travelling and Accommodation Agencies to submit bids for the management of travel and accommodation arrangements for Councillors, staff and associates of Sundays river valley for a period of two years.

Project Name	Contract Number	POINTS ALLOCATION	Date	Time
Travel and Accommodation Management Services for a period of two (02) years	042 230 7702	80/20	26 September 2018	12H00

Bid documents will be available from the Supply Chain Management Unit, on the 10th September 2018 upon payment of a **non-refundable** fee of R500.00 (Five Hundred rand) for the document (either in cash or by means of a bank cash deposit) made payable to the Sundays River Valley Local Municipality. **Note SRVM does not accept cheques or bank transfer.** The deposit is to be paid at the Budget and Treasury Office, **NG Kerk/Church Building, Kirkwood, between the hours of 07h30 to 16h00 (Mon-Fridays)**

Completed bid documents are to be placed in a sealed envelope endorsed Travel and Accommodation Services SRVM 011/2018 and must be deposited in the Bid Box, at the offices of the Sundays River Valley Municipality, Supply Chain Office, and 26 Mark Street, Kirkwood not **later than 26 September 2018 at 12h00.**

#### SUPPLIERS/SERVICE PROVIDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Sundays River Valley Municipality Supply Chain Management Policy will apply;
- Sundays River Valley Municipality does not bind itself to accept the lowest BID or any other BID and reserves the right to accept the whole or part of the BID;
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, may not be accepted.
- Price(s) quoted must be valid for at least ninety (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE**
  - Valid Tax Clearance Certificate- OR Tax Status Pin
  - Certified copies of BBBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor or a Sworn Affidavit.
  - Certified ID Copies of Entity's Director(s)
  - Completed MBD forms -1, 4, 6.1, 6.2 8 & 9
  - Company registration Documents
  - Municipal statement of Rates or Billing Clearance not older than three months
- Suppliers must be registered on Centralised Supplier Database and must attach their CSD report.

#### EVALUATION CRITERIA PREFERENTIAL PROCUREMENT POINTS WILL BE AWARDED AS FOLLOWS

Following Compliance evaluation process, bids will be evaluated according to the following:

- Stage 1- Technical or Functional Evaluation
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	<b>100</b>
With regard to functionality the following criteria will be applicable:	
• Proven Previous Experience in this field of field of travel and accommodation management.	<b>40</b>
• Accreditation with professional bodies (ASATA, IATA etc)	<b>30</b>
• Credit worthiness	<b>30</b>
<b>STAGE 2 OF EVALUATION – B-BBEE Level POINTS and PRICE</b>	
B-BBEE Level Points	<b>20</b>
Price	<b>80</b>
<b>TOTAL</b>	<b>100</b>

**Enquiries: All technical enquiries relating to this bid can be directed to Ms.N. Ponco.**

**NOTE:** Detailed specification is available on the web site or you can request them from SCM office via email at scm@srvm.gov.za

**Mr.S.S Fadi**  
**Municipal Manager**