



ELUNDINI LOCAL MUNICIPALITY
BID NOTICE

Elundini Local Municipality is calling upon experienced and competed service provider to bid for the following services:

PROJECT NAME	CONTRACT NUMBER	EVALUATION CRITERIA (PPPFA)	CLOSING DATE	COMPULSORY BRIEFING SESSION	TECHNICAL QUERIES CONTACTS
Provision of Travel Management Services for the period of three (3) years	ELM-2/005/2017-2018	80/20 System	Wednesday , 27 September 2017 12h00 Noon	Tuesday , 29 August 2017 At : 11H00-12H00 Venue: Maclear Town Hall, Van Riebeeck Street , Maclear	Technical : Mr. J. Mdeni 045 932 8120 Email : jackm@elundini.gov.za Bidding : Ms H. Mdzulwana 045 932 8125 hlubikazi@elundini.gov.za

The minimum specification and functionality is detailed in the bid document.

OBTAINING OF TENDER DOCUMENTS:

Bid Documents will be available from the SCM Unit upon payment of a **non-refundable** cash fee of **R250.00 (Two hundred and Fifty rands only)** (paid in cash or by means of an electronic funds transfer (EFT)) made payable to Elundini Local Municipality. The deposit is to be paid at the Cashier's office between the hours of **08h00 and 16h00** during the normal working hours prior to the collection of the bid documents from SCM Unit. The bid documents will be available from **Tuesday, 29 AUGUST 2017**.

SUBMISSION OF TENDERS:

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with "**PROVISION OF TRAVEL MANAGEMENT SERVICES: ELM-2/005/2017-2018**" must be delivered to the **ELUNDINI LOCAL MUNICIPALITY** offices, at No. 1 Seller Street, Maclear and placed in the Tender Box situated at the cashier's reception area, Finance Department not later than **12H00 on Wednesday, 27 SEPTEMBER 2017** at which time the tenders will be opened in public.

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE TENDER DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 OR **Valid Tax Clearance Certificate** OR Tax Compliance status documents with PIN from SARS
- Proof of registration with Web Central Supplier Database (A bidder must attach CSD registration report with Supplier No. and Unique Code)
- Original B-BBEE Certificate or a certified copy thereof (Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for B-BBEE Level) or Sworn Affidavit confirming BBBEE Level.
- A Copy of business entity registration certificate e.g. CK Document
- Certified ID copy/s of business entity owners
- A statement of Municipal Account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates OR a letter from a ward councilor
- A Company Profile with contactable reference

- Joint Venture must attach the JV agreement , original or certified copy of consolidated BBEE certificate and a letter of signatory

Please note the following:

- Failure to submit required information will lead to zero score on Functionality stage.
- Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for.
- DO NOT USE CORRECTION FLUID as this may invalidate your submission.
- Bidders must FULLY complete, SIGN tender document and INITIAL every page. Failure to do so may lead to the tender deemed non-responsive.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Price Points	-	80 points
B-BBEE Status Level of Contributor	-	20 points
TOTAL		100 points

FUNCTIONALITY

Bidders to note that a Pre-qualification Evaluation (table attached in tender document) will be undertaken. A minimum score of 70% out of 100 points must be score in order to proceed to the Financial Evaluation.

Stage 1 of Evaluation – Functionality

Stage 2 of Evaluation – Price and Preferential Points

Description	Maximum Points Allocated
Experience	30 Points
Expertise	30 Points
Financial stability	40 Points
Proof of Accreditation by IATA	20 Points
TOTAL	120 Points
STAGE 2 OF EVALUTION – PRICE &B-BBEE POINTS	
PRICE	80
B-BBEE	20

NB: For EFT payments use this reference No. 020114350000. The banking details and detailed breakdown of functionality (stage 1 of evaluation criteria) are available on ELM Website. www.elundini.gov.za and also attached in the tender document.

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Elundini Local Municipality Supply Chain Management Policy will apply;(This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website:www.elundini.gov.za)
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept whole or part of the bid;
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- Bids submitted are to hold good for a period of 90 days;
- Bidders will be required to register as a supplier/service provider on the ELM’s Supplier/Service Provider Database, if not already registered prior to the tender closing date.
- The latest General Conditions of Contract and any Special Conditions of Contract will apply
- Failure to comply with these conditions may invalidate your offer

K. GASHI
MUNICIPAL MANAGER
ELUNDINI MUNICIPAL

