

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 48 OF 24/25

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE TRAVEL AGENT SERVICES TO THE MSUNDUZI MUNICIPALITY FOR A PERIOD OF THREE YEARS

TENDER NOTICE

Tenders are hereby invited from suitably registered and experienced Service Providers to provide travel agent services to the Msunduzi Municipality for a period of three years.

Tender documents will be made available to tenderers from **12h00 on Tuesday, 11 March 2025**.

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on **www.etenders.gov.za**.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R758.77 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Madeleine Wankra (Office of the Municipal Manager) on direct Telephone No. 033 – 392 2660/2882 or e-mail address **madeleine.wankra@msunduzi.gov.za**.

For any procurement related enquiries, please contact Vinay Mohanlal (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2852 or e-mail address **vinay.mohanlal@msunduzi.gov.za**.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with “**Contract No. SCM 48 of 24/25**” and the **Contract Description** and must be placed in the Tender Box located at the Msunduzi Municipality’s Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (coordinates -29.6126297;30.3610014), not later than **12h00 on Thursday, 10 April 2025**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: Tenderers meeting the Mandatory Requirements of the tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality’s Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, including Chapter 4 of the Public Procurement Act, Act No. 28 of 2024.

The Functionality for Stage One shall be evaluated on the following criteria:

No.	Evaluation Criteria	Maximum Points
1.	Number of years of experience in the provision of travel agent services to other organisations that are organs of state/ government departments/ spheres of government.	15 Points
2.	Combined experience of staff handling the account.	15 Points
Total Functionality Points		30 Points
Minimum Threshold (60%)		18 Points

The allocation of Preference Points will be according to the following Specific Goals:

No.	Specific Goal	Points
1.	Black Owned Enterprise.	10 Points
2.	Business Enterprise Owned by Women.	5 Points
3.	Locality of Business Enterprise.	5 Points
Total Preference Points (Specific Goals)		20 Points

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MRS N. M. NGCOBO (ACTING MUNICIPAL MANAGER)