

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 48 OF 20/21

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

TENDER NOTICE

The Msunduzi Municipality hereby invites proposals from suitably qualified service providers to supply travel agency services to the Msunduzi Municipality for a three-year period. ***Only Tenderers who are Level 1 and Level 2 B-BBEE Contributors will be considered for appointment.***

Tender documents will be made available to tenderers from 12h00 on **Thursday, 28 January 2021**. 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 **R568.10 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted.

For any technical related enquiries, please contact Madeleine Jackson (Office of the City Manager) on direct Telephone No. 033 – 392 2666 / 2002 or e-mail address madeleine.jackson@msunduzi.gov.za.

For any procurement related enquiries, please contact Vuyani Msimang (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2807 or e-mail address vuyani.msimang@msunduzi.gov.za.

Tenders must be submitted both in hard copy and on CD/USB Flash Drive contained in sealed envelopes and marked with “Contract No. SCM 48 of 20/21” and the Contract Description must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than 12h00 on Monday, 01 March 2021, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted. *Please Note that it is compulsory to submit both the hard copy document and the CD/USB Flash Drive. Failure to comply with this condition shall result in the tender being disqualified*

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

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:

STAGE 1: FUNCTIONALITY		Maximum Points
A	Bank Grading: Financial Capacity	20 Points
B	Company Experience	20 Points
C	Number of Staff	10 Points
D	Staff Experience	15 Points
E	Locality of the Bidder	20 Points
Total Functionality Points		85 Points
Threshold to Qualify for Stage Two		60 % (51 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.

M.P KHATHIDE: CITY MANAGER