

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 12 OF 17/18

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

TENDER NOTICE

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Travel Agency Service Providers to form an approved panel of three (3) Service Providers for the provision of Travel Agency Services to the Municipality for a period of three (3) years.

Only Service Providers who are registered with the Association of South African Travel Agents and International Air Transport Association (IATA), and who are B-BBEE Level 1 and 2 Contributors will be considered for appointment.

Tender documents will be made available to tenderers from **12h00 on Monday, 21 August 2017.**

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 **R478.80 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted. **The cut-off time for the purchasing and collection of tender documents shall be 14h00 on Friday, 01 September 2017.**

For any technical related enquiries, please contact Thobeka Mafumbatha (Marketing and Communications) on direct Telephone No. 033 – 392 3345 or e-mail address **thobeka.mafumbatha@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**.

A compulsory Tender Briefing Meeting will be held on **Monday, 04 September 2017**, at the **Supply Chain Management Boardroom, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg**, commencing promptly at **10h30**. ***Tenderers arriving at the meeting after the stipulated starting time above will be disqualified. Further, all Tenderers attending the meeting must be in possession of a tender document failing which the Tenderer shall be disqualified.*** Only one representative per Company or Consortium will be allowed to attend the above meeting.

Tenders contained in sealed envelopes and marked with **“Contract No. SCM 12 of 17/18”** 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, 18 September 2017**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Three (3) 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:-

No.	Evaluation Criteria	Maximum Points
1	Bank Rating	20 Points
2	Experience in the Provision of Travel Agency Services	20 Points
3	Total Number of Staff Handling the Account	10 Points
4	Combined Experience of Staff Handling the Account	15 Points
5	Locality of Business	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.

MR SIZWE HADEBE (ACTING CITY MANAGER)