

THE TENDER

PART T1: TENDERING PROCEDURES

T1.1: TENDER NOTICE AND INVITATION TO TENDER



MKHONDO
LOCAL MUNICIPALITY

TENDER INVITATION FOR:

| Tender No. | Description | Clarification Meeting Date & Time | Evaluation Criteria | Minimum Functionality Score Required | Closing Date & Time |
|----------------|--|---|------------------------|--|---------------------------|
| MKHO11/2023/24 | APPOINTMENT OF A REPUTABLE TRAVEL AGENT FOR THE 2023 SAMSRA (SOUTH AFRICAN MUNICIPAL SPORT AND RECREATION ASSOCIATION) GAMES IN DURBAN | Not Applicable | Method 4 | 50% | 27/09/2023 @ 10H00 |

Mkhondo Local Municipality hereby invites suitable and reputable service providers (Travel Agency) to submit comprehensive tenders for the above-mentioned project. Tender documents can be obtained from the e-Tenders Portal (www.etenders.gov.za) and the municipal website (www.mkhondo.gov.za) from **14/09/2023**. There will be no compulsory clarification meeting for this project. **Bids may only be submitted on the bid documentation provided by the Municipality with no alterations unless otherwise stated by the Employer.**

Sealed envelopes must be addressed to: The Acting Municipal Manager, Mkhondo Local Municipality, P O Box 23, Mkhondo, 2380, Marked with the descriptions above and the correct reference number and deposited in the **'TENDER BOX'** situated at MKHONDO Town Hall, Mark and de Wet Street, Mkhondo, **no later than Wednesday, 27th of September 2023 time 10:00 am (All prospective bidders are required to complete the bid submission register next to the submission box when submitting their tenders – failure which will result in your bid being rejected).**

No correspondence will be entered into with any tender regarding scores obtained, reasons for no appointment, etc. **No late, telephonic, facsimile or e-mailed tenders will be accepted.**

According to the Municipality Supply Chain Regulations issued by the Minister of Finance in terms of Section 168 of the Municipal Finance Management Act, Act 56 of 2003, persons who are within the organs of the state, like Councillors, and other elected representatives, full time employees and other directors of the public and municipal entities are prohibited from being eligible to bid or be awarded a contract to provide any services to the Municipality.

The following **compulsory documents** must be accompanied with the tender, and failure to provide such documentations shall constitute automatic disqualification: **Valid Tax Compliance Status (TCS) Pin, Certified Copies of Company Registration Certificates, Current Municipal Utility Account (Not in arrears for more than 90 days) / Valid Lease agreement, Certified Copy of shareholder's ID documents, valid proof of registration with the CSD, proof of affiliation or membership with a Relevant and recognised Travel Agency Professional Body (e.g ASATA), proof of Valid Authority of Signatory to sign the bid in the letterhead of the bidding entity.**

All submissions will be adjudicated in terms of the Mkhondo Local Municipality's Procurement Policy, the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 as well as the preferential procurement regulations, 2022 (PPR 2022). The 80/20 price and preference point system will be applicable for this tender, where 80 points will be allocated in respect of price and 20 points in respect of targeted (specific) goals. To claim B-BBEE points, prospective bidders must submit SANAS accredited B-BBEE Certificates for generic enterprise and SWORN Affidavit or CIPC issued certificates confirming annual turnover and level of black ownership. Method 4 of evaluation of the acceptable bids will apply for this tender. All bids shall be valid for a period of 90 days from the closing date of the bid.

Mkhondo Local Municipality reserves the right to accept or not to accept the lowest priced or any other proposal. Bid prices will be used for evaluation purposes only and will not be considered as final award prices. Mkhondo Local Municipality reserves the right to appoint more than one service provider for the works.

All administrative and supply chain management enquiries must be addressed to: Tel: M.C Gumede on the Email address: mgumede@mkhondo.gov.za, and Technical enquiries to Mr SV Dube on svdube@mkhondo.gov.za; Senior Manager Community Services.

Mr. MS Dlamini
Acting Municipal Manager:
Mkhondo Local Municipality