



Sol Plaatje Municipality hereby invites bids for the following:

FIN/CR01/2011 – TRAVEL AGENCY SERVICES

Tenders are called for Travel Agency Services (operating in the Francis Baard Municipal Area) for the Sol Plaatje Municipality, as may be required for a period of two years from date of award of contract, but which period may extend for a maximum of two(2) months

One complete set of document is available from the Contracts Department, 2 Market Square, City Hall, Kimberley, upon payment of an amount of R200.00 (Two hundred rand), which is non-refundable. Payment must be made at the cashiers on a “NO 10 deposit slip” (copy of which must be included in the functionality envelope) using the **Revenue vote no 2121 12260 2853**

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7)

TENDER DOCUMENTS MAY BE POSTED TO OR DEPOSITED IN THE TENDER BOX SITUATED AT

SOL PLAATJE MUNICIPALITY
CONTRACTS DEPARTMENT
CITY HALL, KIMBERLEY, 8301

Bidders should ensure that bids are correctly filled and delivered to the correct address. If the bid is late, it will not be accepted for consideration.

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED or SHRED APART)

The evaluation of proposals will be a two – staged process i.e.

- Only those bidders who achieve at least 70% of the points on offer for the Functional component will have their financial proposals evaluated and attain a final score.
- **ENVELOPE 1** marked “**Functional Offer**” and containing **Volume 1 of 2** for Functionality, of the bid document together with the necessary certificates
- **ENVELOPE 2** marked “**Financial Offer**” and containing **Volume 2 of 2**, and the remainder of the bid document.
- **The Bid Evaluation Committee will determine how many companies to short list**

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED or SHRED APART)

Bids MUST comply with the following Special conditions of Contract:

- **The two (2) envelopes must be submitted in one (1) main sealed envelope upon the outside thereof must be clearly stated**
1. That such envelope contains of a bid and the contract reference number and description of the bid being submitted.
 2. A returnable address **must** be stated on the back of envelope.
 3. **Bound bid document** as received per payment, **must** be submitted on closing date.
 4. The original, valid tax clearance certificate from SARS **must** be included in the bid document envelope, certifying that the taxes of the bidder to be in order, or suitable arrangements have been made with SARS.
 5. All prices **must** include value added tax, bid prices excluding value added tax may not be considered.
 6. **Must be a member of the Association of SA Travel Agents (ASATA)**
 7. A **current Business municipal rates account must** be included in the bid document of the business even outside the Frances Baard Municipal boundaries in the case of lease, the **lease agreement must** be submitted **including the land lord recent municipal account**
 8. If Companies or bidders bidding as Joint venture must include their Joint Venture Agreement as part of the bid document. Each venture will be evaluated separately in terms of the specifications.
 9. Include value added tax: Bids prices excluding value added tax **may not be considered.**
 10. **No rectification fluid** to be used on the tender document

In terms of section 13 of the Municipal Supply Chain Management Regulations No. 27636 of 30 May 2005, the Municipal Manager shall reject all bids that do not comply with the following preconditions:-

1. Bidders that have not furnished the Municipality with his/her full names, identification number or company or other registration number and tax reference number and vat registration number, if any.
2. Bidders that have not submitted a valid original, tax clearance certificate from SARS.
3. Bidders that have not indicated :-
whether he/she is in the service of the state or has been in the service of the state in the previous twelve months;
 - a. If the bidder is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state or has been in the service of the state in the previous twelve months, or
 - b. whether a spouse, child or parent of the bidder or of a director, manager, shareholders or stakeholder in the previous twelve months.
4. Any special conditions as contained in the bid documents.

Bidders scoring the highest points or any bid will not necessarily be accepted, and the Municipality reserves the right to Sub-divide the contract and accept any portion of any bid.

Bids will only be considered if the bidder has, in addition to his/her SARS Tax status ensured that their Municipal Account (rates, water and lights accounts) is up to date (either paid in full or a legitimate arrangement has been made) in compliance with our Credit Control and Debt Collection Policy.

Should the successful bidder fail to do so immediately after the contract is awarded the Council may terminate such contract. The bidder shall have no right whatsoever to claim damages resulting from such cancellation.

Bids will be evaluated in terms of the approved 90/10 point system of Sol Plaatje Municipality as detailed in Preference Points form SBD 6 enclosed in Bid document.

NO BIDS BY FAX OR BY E-MAIL WILL BE ACCEPTED.

Sealed envelopes outwardly marked with the relevant contract number:

FIN/CR01/2011 – TRAVEL AGENCY SERVICES

must be addressed to the Municipal Manager and placed in the Tender **Box, Ground Floor, City Hall, Kimberley, not later than 11:00 on the 15 August 2011.** Bids will be opened in public in the COMMITTEE ROOM, City Hall, Kimberley, at 11:00 on the same day. The successful bidder will be advised by post.

INVITATION FROM:

MUNICIPAL MANAGER

CIVIC OFFICES, JAN SMUTS BOULEVARD, PRIVATE BAG X5030, KIMBERLEY, 8300