

**ALFRED DUMA LOCAL MUNICIPALITY  
INVITATION TO BID**

Bids are hereby invited from suitably qualified and experienced organisations/consortia in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003 for the following:

**BID DOCUMENTS ARE NOW AVAILABLE ON THE NATIONAL TREASURY E-TENDER PORTAL, [www.etenders.gov.za](http://www.etenders.gov.za)**

**DEPARTMENT OF BUDGET AND TREASURY  
BID NO. DF 01/2020: APPOINTMENT OF A REGISTERED SERVICE PROVIDER (TRAVELING AGENT) TO RENDER SERVICES IN RESPECT OF TRAVEL, ACCOMMODATION, AIRFARES AND CAR HIRE ARRANGEMENTS FOR THE ALFRED DUMA LOCAL MUNICIPALITY FOR A PERIOD OF TWELVE (12) MONTHS**

Acceptable bids will be evaluated by using a system that awards points on the basis of 80/20 preferential point system of which 80 is for price and 20 is for BBBEE points.

**PRE-QUALIFICATION CRITERIA**

- 1. Only bidders who have B-BBEE Level 1 contributor can bid for this bid.**

Bid documents are obtainable from **Friday 29 May 2020.**

**FUNCTIONALITY CRITERIA**

No	Description Items	Maximum Potential Score	Points Claimed	Bid Evaluation Committee Scores	Page Ref. No.
1	Registration and accreditation with suitable industry Regulating Authority at closing date for submission of bids.  (e.g. IATA/ ASATA) Bidders to provide details and proof of registration.	20			
2	Experience in industry while registered with authority in (1) above. (5 points per year to a maximum of five years).	15			
3	Bank statement or a Letter of Financial Intent from the Bank  a)R20 000 –R30 000 - 5 points b)R31 000- R40 000- 10 points c)R41 000- R50 000 – 15 points d)R51 000 and above –20 points.	15			
	TOTAL SCORED	50	50	50	

- 2. COMPULSORY BRIEFING SESSION AND SITE INSPECTION: Friday 05 June 2020 at 10:00 Department of Legal Services Boardroom, 221 Murchison Street, Ladysmith in compliance with Covid 19 Regulations.**

3. **CLOSING AND OPENING DATE, TIME AND VENUE:** Thursday 18 June 2020 at **11:00** in Room 206 – Lister Clarence Building, 221 Murchison Street, Ladysmith.

#### **BID ENQUIRIES**

Bid enquiries are to be addressed to Mr NH Nkosi at Tel No. **066 484 5012**

#### **BID SUBMISSION**

Sealed bids with the contract number and description of the bid endorsed on the envelope, with the bidders' details clearly indicated, must be deposited into the bid box located on the first floor of the Lister Clarence Building outside Room 106, 221 Murchison Street, Ladysmith on or before the closing date and time. Bids received after the said closing date and time and not clearly marked as prescribed, will not be considered. Facsimile and emailed bids will not be accepted.

Bid documents may only be submitted on the original bid documentation that is issued.

The following documents are mandatory:

1. Municipal Rates, Service charges and Water Statements where the company is located.
2. Original or Certified copy of Tax Clearance Certificate for each company.
3. Original BBBEE Certificate/JV BBBEE Certificate if the company is a joint venture / Certified copies of BBBEE Certificate or Original Sworn Affidavits or Copies of Sworn Affidavits.
4. Joint Venture Agreement if the company has entered into a joint venture and specifying the name of the signatory in the JV.
5. Recent CSD Report
6. CIDB Certificate (for Construction, Building and Structures Only)

**NB: Please note that the Municipality will only consider a service provider who is registered on the Central Suppliers Database (CSD)**

The successful Bidder will be required to enter into a Service Level Agreement with Alfred Duma Local Municipality. The bidder or a person who is directly employed by the bidder and is suitably qualified and experienced to comprehend the implications of the work involved must represent the bidder at the compulsory briefing session.

#### **FAILURE TO ATTEND THE COMPULSORY BRIEFING WILL INVALIDATE YOUR BID**

#### **THE FOLLOWING IS APPLICABLE TO ALL BIDS:**

- **ONLY LOCALLY PRODUCED GOODS, SERVICES OR WORKS OR LOCALLY MANUFACTURED GOODS WITH A STIPULATED MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT WILL BE CONSIDERED.**
- **FAILURE TO COMPLETE THE PRE – QUALIFICATION SCORE CARD WILL DISQUALIFY YOUR PROPOSAL AND BIDDERS NEED TO SCORE A MINIMUM OF 60% TO BE ELIGIBLE FOR THE SECOND ROUND OF EVALUATION.**

**PLEASE NOTE:**

**1. BIDDERS ARE REQUIRED TO PROVIDE PROOF FOR EACH OF THE FOLLOWING, NAMELY CERTIFIED QUALIFICATIONS DOCUMENTS NOT OLDER THAN 3 MONTHS, APPOINTMENT AND REFERENCE LETTERS/ COMPLETION CERTIFICATES FOR PREVIOUSLY COMPLETED PROJECTS. FAILURE TO DO SO WILL RENDER THE BID INVALID.**

**2. 30% OF THE WORK WILL HAVE TO BE SUB-CONTRACTED TO LOCAL SERVICE PROVIDERS (CIDB REGISTERED AND COMPLIANT CONTRACTORS) EITHER ON COUNCIL'S CDP PROGRAM OR COUNCIL'S DATABASE.**

Alfred Duma Local Municipality is not bound to accept the lowest bid and it reserves the right to accept whole or part of any bid or not to consider any bid not suitably endorsed or to reject any or the entire bid without stating the reasons thereof.

**NOTICE NO. 18/2020  
MUNICIPAL MANAGER**

**DATED 28/05/2020**

**Ms SS NGIBA**