

**MAPHUMULO LOCAL MUNICIPALITY**

Private bag x 9205  
Maphumulo  
4470

**MUNICIPALITY PROFILE**

Tel: 032 481 4500  
Fax: 032 481 2053

Website: [www.maphumuloonline.gov.za](http://www.maphumuloonline.gov.za)

**21 MAY 2018**

**INVITATION TO BID:  
TRAVELLING AGENT  
BID NO: KZN294/O0001-1BTO/2017/18**

The Maphumulo Local Municipality invites bids from qualified and experienced service providers to provide service of flights, car hire and hotels accommodation to all nine provinces. The contract is for a period of three years renewable yearly based on performance. The full specification will be available on tender document.

Bidders must submit their offers on the official Municipal bidding documents, which will be available at the Municipal offices, located at **MR 711, LOT 152, Maphumulo** on **Monday 04 June 2018 to 05 June 2018 ONLY**. A non-refundable document fee of R300.00 is payable upon collection and payment must be made in cash at the Finance department or Deposited on **ABSA Bank**, account number: **4056102866**.

Completed tender documents must be in a sealed envelope clearly marked "**TRAVELLING AGENT**" and placed in tender box located at: **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo** by no later than **12h00** on **Friday 29 June 2018**. Documents will be opened in public. **Telegraphic, faxed, Emailed or posted tenders will not be accepted**. Bidders must attach the following **mandatory returnable documents** in order to be considered for this bid:

- Printed Copy of tax clearance certificate accompanied by a **PIN** for further verification.
- **Certified ID(s) copies** of company director(s) (**Not older than 3 months**)
- **Certified** Copy of company registration (**Not older than 3 months**)
- **Proof of payment** for tender document
- Company municipal rates, electricity or water account **not older than 3 Months**, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- Completed and signed Municipal Bidding Document attached in the tender document.
- Registered on Central Supplier database (CSD).

Evaluation will be done on the following two-stage process in terms of National Treasury Circular No: 53

**Stage 1**

Evaluation of functionality in terms of MFMA Circular 53. Only the service providers who achieve a minimum of 60% or 60 points of the total points will qualify for stage two of the Evaluation process.

The points for stage one will be allocated as follows:

<b>FUNCTIONALITY</b>	<b>POINTS</b>
Proven Track Record of similar services	30
Lead Time	20
Methodology	20
Financial Viability	10
Key Personnel CVs	10
Local Economic Development	10
<b>Total</b>	<b>100</b>

**Stage2:**

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. Bidders are encouraged to submit an original or certified copy of B-BBEE certificate issued by SANAS Accredited Verification Agency. In case of EMEs bidder may submit an original SWORN Affidavit signed by a commissioner of oaths to claim Preference Points.

All Technical enquiries relating to this tender must be directed to **Mr. N Duma Tel. Number: 032 481 4500 or emailed ntando.duma@maphumulo.gov.za and SCM related enquiries must be directed to Mr. Velani Dube on 032 481 4522** during office hours (7:30 - 16:00) weekdays. The Maphumulo Municipality does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing.



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**Mr. PN MHLONGO**  
**MUNICIPAL MANAGER**