



**UMZIMVUBU**  
LOCAL MUNICIPALITY

**ADVERT DATE: 15 August 2022**

**PROVISION OF TRAVEL MANAGEMENT AGENCY SERVICES FOR A  
PERIOD OF 2 YEARS  
CONTRACT NO: UMZ/2022-23/BTO/SCM/003**

**MANDATORY DOCUMENTS TO BE SUBMITTED, FAILURE TO DO SO WILL RESULT IN  
THE BID BEING DEMEED TO BE NON-RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management policy will apply. A confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE or sworn affidavits, exempt certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. Compulsory submission MBD forms 4, 8 and 9 and Billing Clearance certificate or Statement of Municipal Accounts or proof of residence with signed declaration on company's letterhead or affidavit or lease agreement. Tender documents will be sold at a **non-refundable fee of R451.00** No couriered, faxed, e-mailed and late tenders will be accepted. Certification of documents must be within a period of 90 days. Bidders must be registered on CSD and provide confirmation of registration. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant of appointment. All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere 5090 not later than 12h00 noon on the **16 September 2022**, where they will be opened in public. All tenders must be clearly marked "Name of the project indicated above". The municipality will not make any award to a person or persons working for the state.

**Pre-Qualification:**

All bids will be subjected to a pre-qualification and will be required to achieve a minimum of 70% in order to be evaluated further.

<b>CRITERIA</b>	<b>POINTS</b>
Experience	40
Key Staff Competence	30
Financial Capability	10
Methodology and accreditation	20
<b>Total</b>	<b>100</b>

**Enquiries:**

All SCM related enquiries can be directed to Mr T Mbukushe at: (039) 255 8500 and Technical Enquiries to: T.F Fundira Tel: 039 255 8500 Fax: 039 255 0167

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**MR. GPT NOTA**  
**MUNICIPAL MANAGER**