



**APPOINTMENT OF A PANEL OF TRAVEL AGENCIES TO PROVIDE TRAVEL AND  
ACCOMMODATION SERVICES TO UGU DISTRICT MUNICIPALITY FOR A PERIOD OF  
THIRTY-SIX (36) MONTHS**

**CONTRACT NO: UGU-09-1710-2025**

NAME OF BIDDER:

CONTACT PERSON:

TELEPHONE N° :

FAX N°

ADDRESS :

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**BID CLOSES: ON FRIDAY, 26 SEPTEMBER 2025**

*Note: This bid document must NOT be separated.*

*Annexures are to be attached to the back of the document.*

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## Bid Notice

### APPOINTMENT OF A PANEL OF TRAVEL AGENCIES TO PROVIDE TRAVEL AND ACCOMMODATION SERVICES TO UGU DISTRICT MUNICIPALITY FOR A PERIOD OF THIRTY-SIX (36) MONTHS

**Contract No.: UGU-09-1710-2025**

Bids are hereby invited from accredited and experienced service providers for Appointment into a Panel of Travel Agencies to Provide Travel and Accommodation Services to Ugu District Municipality for a period of thirty-six (36) months.

Bid documents are obtainable from the Ugu District Municipality office in Port Shepstone at No. 28 Connor Street as from **Wednesday, 27 August 2025**, at a non-refundable payment of R1000.00 (No cheques will be accepted). The bid will also be advertised on the municipality's website and documents can be downloaded from the website and the e-tender portal, free of charge.

Bids completed in accordance with the conditions indicated in documents, must be sealed and endorsed with the relevant contract number and be deposited in the official tender box at the foyer of Ugu District Municipality on 96 Marine Drive, Phase 2 Building, Oslo Beach not later than **12h00 on Friday, 26 September 2025**, at which time bids will be opened in public. Bids that are submitted late, incomplete, unsigned or by facsimile, electronically, couriered or not completed in black ink will be rejected and not accepted for further evaluation. Bids submitted must be valid for a period of **90 days**

A compulsory briefing session will be held at **Ugu District Municipality on 96 Marine Drive, Phase 2 Building, Boardroom 2, Oslo Beach on Tuesday, 02 September 2025 at 09:00**. Bidders who fail to attend this compulsory meeting will not be considered for further evaluation.

All bid enquiries are to be directed to Mondli Ncane, Manager: Youth Development, during office hours on (039) 688 3519 or emailed to [Mondli.Ncane@ugu.gov.za](mailto:Mondli.Ncane@ugu.gov.za)

**The bid will be evaluated on Functionality, Price and Preference. Bidders that score less than 70% for functionality, will not be evaluated further.**

**Functionality Assessment Criteria is as follows:**

<b>Functionality Criteria:</b>	<b>MAX Score Points:100</b>
<b>Company Experience of Bidder</b>	<b>30 points</b>
<b>Service Team Members Experience</b>	<b>20 points</b>
<b>After-Hours / Emergency Services</b>	<b>20 points</b>
<b>Methodology and Approach</b>	<b>20 points</b>
<b>Financial Capacity</b>	<b>10 points</b>

Ugu District Municipality subscribes to the Preferential Procurement Regulations **2022**, pertaining to the Preferential Procurement Policy Framework Act (PPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and **Specific Goals**.

**APPOINTMENT OF A PANEL OF TRAVEL AGENCIES TO PROVIDE TRAVEL AND ACCOMMODATION SERVICES TO UGU DISTRICT MUNICIPALITY FOR A PERIOD OF THIRTY-SIX (36) MONTHS**  
**CONTRACT NO: UGU- 09-1710-2025**

Price and Preference will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals (*See below table*), in terms of revised Preferential Procurement Regulation in effect from **16 January 2023 Gazette Notice No. 47452 dated 04 November 2022.**

Points to be allocated as follows:

	Categories	Weight	80   20	Supporting Documents
1	Ownership	60%	12	
2	Reconstruction & Development Programme	30%	6	
3	Other Specific Goals-	10%	2	
		<b>100%</b>	<b>20</b>	
#	Specific Goal(s)	Weight	80   20 PP	
	<b>Ownership Categories:</b>			
1.	1. an EME or QSE which is at least 100% owned by black people;	100%	12	CIPC: Shareholders Certificate and Sworn Affidavit confirming QSE/EME
	2. an EME or QSE which is at least 51% owned by black people;	50%	8	CIPC: Shareholders Certificate and Sworn Affidavit confirming QSE/EME
2	<b>Promotion of Local Business(s)</b>			
	1. Enterprise Located within the District Municipality - Rural	100%	6	CSD & Utilities: POR*: SAPS Affidavit
	2. Enterprise Located within the District Municipality - Urban	67.7%	4	CSD & Utilities: POR*: SAPS Affidavit
	3. Enterprise Located within the Province	33.3%	2	CSD & Utilities: POR*: SAPS Affidavit
3	<b>Other Specific Goals</b>			
	1. Enterprise 100% owned by Youth/Women/Disabled	100%	2	CIPC: Shareholders Certificate and Directors ID

The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to tender.

**Kindly note: Regulation 44 of Municipal Supply Chain Management Regulations states that the Municipality may not make any award to a person who is in the service of the state**

VO MAZIBUKO  
MUNICIPAL MANAGER  
UGU DISTRICT MUNICIPALITY

MBD 1

PART A  
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF UGU DISTRICT MUNICIPALITY				
BID NUMBER:	UGU-09-1710-2025	CLOSING DATE:	26 SEPTEMBER 2025	CLOSING TIME: 12H00
DESCRIPTION	APPOINTMENT OF A PANEL OF TRAVEL AGENCIES TO PROVIDE TRAVEL AND ACCOMODATION SERVICES TO UGU DISTRICT MUNICIPALITY FOR A PERIOD OF THIRTY-SIX (36) MONTHS			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT (STREET ADDRESS)

<b>UGU DISTRICT MUNICIPALITY</b>				
<b>93 MARINE DRIVE</b>				
<b>PHASE 2 BUILDING</b>				
<b>OSLO BEACH</b>				
<b>SUPPLIER INFORMATION</b>				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS ISERVICES IWORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS ISERVICES IWORKS OFFERED?	Yes      No [IF YES, ANSWER PART B:3 ]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM Unit		CONTACT PERSON	Mr Mondli Ncane
CONTACT PERSON	Ms Ntabiso Mabaso		TELEPHONE NUMBER	039-688 3519
TELEPHONE NUMBER	039-688 5765		FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A		E-MAIL ADDRESS	Mondli.Ncane@ugu.gov.za
E-MAIL ADDRESS	Ntabiso.Mzotho@ugu.gov.za			

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR ONLINE
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS AND ARE REQUIRED TO SUBMIT VALID TAX CLEARANCE CERTIFICATE.
2.2. IN BIDS WHERE CONSORTIA I JOINT VENTURES I SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE I PIN I CSD NUMBER.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. LEAVE NO BLANKS – WHERE N/A INDICATE AS SUCH. ANY BLANKS DISQUALIFIES THE BID.**

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

Please attach copies of the following documents. Failure to provide the following duly completed and up to date documents and certified where applicable will lead to automatic disqualification.

- **Company registration documents or Certified ID Copies for Sole Proprietors**
- **Tax Reference Number and Pin**
- **All Declaration Forms**
- **Joint Venture agreement (where applicable)**
- **Tender Briefing Attendance**
- **Proof of payment for Municipal Services**
- **Central Supplier Database Registration**
- **Pricing Schedule**
- **Form of Offer**
- **Proof of registration with IATA and ASATA Registration**
- **Bank rating letter**

**MBD 4**

**DECLARATION OF INTEREST**

(JOINT VENTURE BIDDERS MUST COMPLETE A SEPARATE FORM)

1. No bid will be accepted from persons in the service of the state.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorized representative declare their positioning relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative: \_ \_ \_ \_ \_

3.2 Identity Number: \_ \_ \_ \_ \_

3.3 Position occupied in the Company (director, trustee/shareholder"): \_ \_ \_ \_ \_

3.4 Company Registration Number: \_ \_ \_ \_ \_

3.5 Tax Reference Number: \_ \_ \_ \_ \_

3.6 VAT Registration Number: \_ \_ \_ \_ \_

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you or any Directors/trustees/shareholders/ members presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. \_ \_ \_ \_ \_

\_ \_ \_ \_ \_

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

2 Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

Have you been in the service of the state for the past twelve months? \_ \_ \_ YES / NO

3.9.1 If yes, furnish particulars. \_ \_ \_ \_ \_

\_ \_ \_ \_ \_

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? \_ \_ \_ \_ \_ YES / NO

3.10.1If yes, furnish particulars.

\_ \_ \_ \_ \_  
\_ \_ \_ \_ \_

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1If yes, furnish particulars

\_ \_ \_ \_ \_  
\_ \_ \_ \_ \_

1. 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.

\_ \_ \_ \_ \_  
\_ \_ \_ \_ \_

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1If yes, furnish particulars.

\_ \_ \_ \_ \_  
\_ \_ \_ \_ \_

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:

\_ \_ \_ \_ \_  
\_ \_ \_ \_ \_



4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Are you employed by National Provincial Local Government? YES   NO	If YES, please give details

5. I duly confirm that the above information is correct until otherwise advised in writing and the company undertakes to immediately, in writing on same day of appointment, advise the Ugu District Municipality immediately if any of its directors/trustees/ members/shareholders assumes appointment as an employee in national, provincial and/or local government and the company will deregister from the Ugu District Municipality Supplier Database and cease forthwith from doing business with the Ugu District Municipality and the company shall be subject to a penalty of forfeiting all payments for services rendered or products delivered or installed if it fails to immediately disclose in writing the employment of any of its directors/trustees/ members/shareholders in national, provincial and/or local government.

-----  
**Signature**

-----  
**Date**

-----  
**Capacity**

-----  
**Name of Bidder**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

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### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_S = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state) PART A B	Number of points allocated (80/20 system) (To be completed by the organ of state) PART A B	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Ownership:</b>				
1. an EME or QSE which is at least 100% owned by black people;	6	12		
2. an EME or QSE which is at least 51% owned by black people;	4	8		
<b>RDP</b>				
1. Enterprise Located within the District Municipality - Rural	3	6		
2. Enterprise Located within the District Municipality - Urban	2	4		
2. Enterprise Located within the Province	1	2		
<b>Other Specific Goal</b>				
1. Enterprise 100% owned by Youth/Women/Disabled/ Military V	1	2		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**CONTRACT FORM · RENDERING OF SERVICES**

MBD 7.2

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) \_\_\_\_\_ in accordance with the requirements and task directives I proposals specifications stipulated in Bid Number \_\_\_\_\_ at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
- (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) : \_\_\_\_\_

CAPACITY: \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESSES

1 \_\_\_\_\_

2 \_\_\_\_\_

DATE: \_\_\_\_\_

## CONTRACT FORM · RENDERING OF SERVICES

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

- I \_\_\_\_\_ in my capacity I in my capacity as \_\_\_\_\_ accept your bid under reference number \_\_\_\_\_ dated \_\_\_\_\_ for the rendering of services indicated hereunder and/or further specified in the annexure(s).
- An official order indicating service delivery instructions is forthcoming.
- I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

- I confirm that I am duly authorised to sign this contract.

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

OFFICIAL STAMP

WITNESSES

1 \_\_\_\_\_

2 \_\_\_\_\_

DATE: \_\_\_\_\_



MBD 8

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Bidding Document must form part of all bids invited.

ITEM	QUESTION	YES	NO
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer<sup>1</sup>Authority of the institution that imposed the restriction after the audit alteram partem rule was applied).</b>  <b>The database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004)?  <b>(The Register for Bid Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality municipal entity, or any other municipality municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- 4.5.1 If so, furnish particulars:

- 1. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are to combat the abuse of the supply chain management system.
  
- 2. **The bid of any bidder may be rejected if the bidder, or any of its directors have:**
  - a) Abused the Municipality's Supply Chain Management System or committed any improper conduct in relation to such system:
  - b) Been convicted for fraud or corruption during the past five years:
  - c) Wilfully neglected, reneged or failed to comply with any government, municipal or public sector contract during the past five years; or
  - d) Been listed in the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004).
  
- 3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

-----  
**Signature**

-----  
**Date**

-----  
**Position**

-----  
**Name of Bidder**

**Certificate of Independent Bid Determination**

- 1 This Municipal Bidding Document (MBD) must form part of all bids' invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid- rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

**1 Includes price quotations, advertised competitive bids, limited bids and proposals.**

**2 Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and 1 or services for purchasers who wish to acquire goods and 1 or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

**3 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality I Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of:\_\_\_\_\_that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium" will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) geographical area where product or service will be rendered (market allocation)

- c) methods, factors or formulas used to calculate prices;
  - d) the intention or decision to submit or not to submit, a bid;
  - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

-----  
Signature

-----  
Date

-----  
Position

-----  
Name of Bidder

**CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES**

**DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56**

**OF 2003) - (To be signed in the presence of a Commissioner of Oaths)**

***\*FAILURE TO SUBMIT ANY PROOF AS REQUIRED, WILL INVALIDATE THE BID***

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to Ugu District Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct.

The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified.

Director / Shareholder / partner.....

Physical /residential address of the Director /shareholder / partner.....

Municipal Account number(s).....

Director / Shareholder / partner.....

Physical /residential address of the Director /shareholder / partner.....

Municipal Account number(s).....

Physical address of the Business.....

Municipal Account number(s).....

.....

Signature Position Date

**NB: Bidders who reside/whose businesses are situated in the rural area and are not liable for any Municipal Payment for Services MUST submit an Affidavit (SAPS) in confirmation of their declaration.**

**NB: Bidders who are tenants and are not liable for any Municipal Payment for Services MUST submit a valid Lease Agreement**

**NB: Bidders who reside/operating their businesses in a property situated in an urban/ township area that they do not own or rent MUST submit the Municipal Account for the owner and an Affidavit from the owner confirming same.**

**COMMISSIONER OF OATHS**

Signed and sworn to before me at....., on this .....day of .....2025

by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

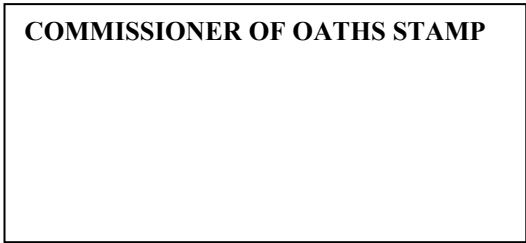
**COMMISSIONER OF OATHS:-**

**Name & Surname**.....

**Signature**.....

**Position:** .....

**Address:**.....



APPOINTMENT OF A PANEL OF TRAVEL AGENCIES TO PROVIDE TRAVEL AND ACCOMMODATION SERVICES TO UGU DISTRICT MUNICIPALITY FOR A PERIOD OF THIRTY-SIX (36) MONTHS  
CONTRACT NO: UGU- 09-1710-2025

**ATTACH COPY OF THE LATEST MUNICIPAL ACCOUNT OR AFFIDAVIT OR LEASE AGREEMENT**

*[Failure of a Bidder to submit this will invalidate the bid]*



**FORM OF OFFER AND ACCEPTANCE**

**A. OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**APPOINTMENT OF A PANEL OF TRAVEL AGENCIES TO PROVIDE TRAVEL SOLUTIONS TO UGU DISTRICT MUNICIPALITY FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**Contract Number: UGU-09-1710-2025**

The Bidder, identified in the Offer Signature block below, has examined the documents listed in the Specifications and addenda thereto as listed in the Bid Schedules, and by submitting this Offer has accepted the Conditions of Bid.

**By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.**

**The offered total of the prices inclusive of Value Added Tax is: *AS PER THE PRICING SCHEDULE***

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature:** *(of person authorized to sign the bid)*:.....

**Name:** *(of signatory in capitals)*:.....

**Capacity:** *(of Signatory)*:.....

**Name of Bidder:** *(organisation)*:.....

**Address:** .....

**Telephone number:** ..... **Fax number:** .....

**Witness**

**Signature:** .....

**Name:** *(in capitals)*:.....

**Date:**.....

***[Failure of a Bidder to fully complete and sign this form will invalidate the bid]***

**B. ACCEPTANCE**

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Bidder’s Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Bidder’s Offer shall form an agreement between the Employer and the Bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

Part 1 Agreement, and Specifications (Agreement to be finalised after award)

Part 2 Pricing Schedule

and the schedules, forms and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Specifications and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

**Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.**

Signature:.....

Name: *(in capitals)*.....

Capacity: .....

Name of Employer *(organisation)*.....

Address: .....

**Witness:**

Signature: .....

Name: .....

Date: .....

## TERMS OF REFERENCE

**Request for the proposal for the appointment of a panel of TRAVEL AGENCIES TO PROVIDE TRAVEL AND ACCOMMODATION SERVICES TO UGU DISTRICT MUNICIPALITY FOR A PERIOD OF THIRTY-SIX (36) MONTHS. CONTRACT NO: UGU-09-1710-2025**

### 1. PURPOSE

To appoint a service provider to arrange air travel, accommodation and road travel for Ugu District Municipality. The successful bidders will have to conclude Service Level Agreements with Ugu District Municipality for a period of three years.

### 2. BACKGROUND

The Supply Chain Management office is responsible for the procurement of travel and accommodation Services on behalf of the Municipality. The successful bidder will be appointed to assist with these bookings in the most cost-effective manner, using the municipality's internal work allocation process.

### 3. SCOPE

#### a. Air Travel (Domestic and International)

- Planning, arranging and amending bookings for air travel.
- Negotiating discounts on standard tariffs for air travel with the airline's companies.
- Provide detailed itineraries, including airports information.

#### b. Accommodation (Domestic and International)

- Planning, booking and amending bookings for accommodation mainly within South Africa hotels, B&Bs, Guest Houses, and other accommodation providers.
- Planning, arranging and amending bookings for venues and sourcing of any related services.
- Negotiating discounts on standard tariffs or reduced tariffs with hotels, B&Bs, Guest Houses, and other accommodation providers.

#### c. Road Travel/Transportation (Domestic and International)

- Planning, arranging and amending bookings for vehicle/car rental as and when required.
- Negotiate discounts on standard tariffs or reduced tariffs with vehicle rental agencies.
- Assist employees travelling overseas with international driver's license arrangements where applicable.

#### d. Timeframes

- The allocated travel agency is expected to confirm bookings and provide travel and accommodation vouchers through email and SMS/WhatsApp to the traveling delegation within one hour of receiving the purchase order for domestic accommodation, air and road travel, and within three hours for international accommodation, air and road travel arrangements.
- The allocated travel Agency is expected to avail support personnel at all times, even after hours, to assist with travel and accommodation arrangements and possible amendments to bookings, After hours at no additional cost

#### e. Tariffs/Discount Adjustments:

- The allocated agency must provide notice of eminent tariff adjustments in respect of air travel fares, vehicle rental, and accommodation fees.
- The allocated travel agency is expected to continuously identify improvements in terms of costs and deliver innovative solutions to the municipality.

- Ugu District Municipality reserves the right to form part of any such negotiations with the travel and accommodation providers engaged at that time.

**f. Transaction/Service Fees**

The allocated travel agency must submit a detailed method of service fees (the costing structure must be clearly set out). An indication of Value Added Tax (VAT) must be explicitly clear on these fees.

**g. Additional Services:**

The allocated travel agency is expected to provide the following additional services:

- Passport / Visa assistance
- Conferences – to organize packages including accommodation and transfers.
- Foreign exchange – SARS fixed ratings to be used as per notice gazetted for the specific tax year.
- Carports or Parking – Offer the municipality's travelers the convenience of parking at any of the airports that they may be departing from, if applicable.

**h. Management Information and Reporting**

The allocated travel agency is expected to provide the following information:

- Continuously provide efficient, trained, capable, competent, and dedicated personnel and an account manager to perform the required services.
- Produce and share Spreadsheets detailing travel undertaken by the municipality's travelers, including but not limited to:
  - Spend analysis (charges made to the municipality) etc.
  - Travel destinations
  - Reconciliation of accounts for the municipality, which must be performed by the allocated travel agency's accounting staff.
- Any other value adding reports

**4. RESPONSIBILITIES**

**a. Tasking Authority: Ugu District Municipality Officials**

Ugu District Municipality's officials responsible for travelling and accommodation arrangements will be responsible for providing the allocated travel agency with the necessary details to enable them to action Ugu's requirements for making travel and/or accommodation arrangements. In this regard, the following requirements should be communicated to the allocated travel agency:

- i. Purchase order number for the allocation
- ii. Official mode of travel (air/road) and accommodation required
- iii. Departure and arrival dates and approximate times
- iv. Type of vehicle or car required (vehicle group)
- v. Any other specific requirements relating to, e.g. Passenger's special needs in aircraft and road vehicle, etc.
- vi. Receive the invoice and initiate the payment process after receipt of necessary proof that the required service was rendered.

**b. Tasked Authority: Allocated Service Provider**

The allocated travel agency will be responsible for the following:

- Bookings for travel, accommodation and vehicle rental for the municipality's delegation.
- Make every attempt to fulfil the municipality's preferences in respect of the following:
  - i. Dates, routes, preferred airline, passenger class, and preferred seating
  - ii. Hotel facilities, location, availability of parking facilities, dietary requirements, etc.
  - iii. Vehicle rental agencies, their location and distance from airport.
  - iv. In case of events, facilitate the booking of a venue, catering, equipment, parking, etc.
  - v. Send confirmation of bookings via email and SMS/WhatsApp to the municipality's travelling delegation within the specified timeframes.
  - vi. Submit invoices on time so payment can be arranged. The invoice must contain details of services rendered, e.g.
    - Details of traveler
    - Mode of travel used, i.e. Air travel and/or road travel
    - Accommodation
    - Vehicle rental, if applicable
    - Venue and sourcing of any related services. (meetings, etc.)
- It is preferred that, for after-hours/emergency support, an official from the agency is able to travel to where the municipality's delegate(s) is/are as and when support is called for.

## 5. FUNCTIONALITY EVALUATION CRITERIA

Tenders received under this bidding process will be evaluated using the Evaluation Criteria set out in the table below. Tenders who fail to achieve a minimum score of 70 points will **NOT** be evaluated any further

NO.	CRITERIA	EVIDENCE REQUIRED	POINTS ALOCATED
1	<b>COMPANY EXPERIENCE</b>		
	<p><b>Number of years providing Domestic and International Travel and Accommodation Management Services to government institutions.</b></p> <p>10 or more year = 20 points 7 - 9 years = 15 points 4 – 6 years = 10 points 2 - 3 years = 5 points</p> <p><b>Other Clients' Satisfaction Rating:</b> 5 = 10 points 4 = 7 points 3 = 5 points 2 = 3 points 1 = 1 points</p> <p><b>Total points = Experience points + Satisfaction Rating average points to the maximum of 10</b></p>	<p><b>Appointment Letters + Reference Letters on clients' letterheads.</b></p> <p>Reference letter must include:</p> <ul style="list-style-type: none"> <li>a brief description of the services provided,</li> <li>client name,</li> <li>contact name,</li> <li>address,</li> <li>phone number,</li> <li>date of appointment</li> <li>duration of contract, and</li> <li>the rating of satisfaction with the service (1 – 5)</li> </ul>	30
2	<b>SERVICE TEAM MEMBERS EXPERIENCE</b>		
	<p><b>Number of years' experience the service team has with Domestic and International Travel and Accommodation Management Services.</b></p> <p>10 or more year = 20 points 6 - 9 years = 15 points 3 – 5 years = 10 points 1 - 2 years = 5 points</p>	Curriculum Vitae	20
3	<b>AFTER-HOURS AND EMERGENCY SERVICES</b>		
	<p><b>The bidder must have capacity to provide reliable and consistent after hours and emergency support to traveller(s).</b></p> <p>Please provide details/Standard Operating Procedure of your after-hour/emergency support in line with the points below:</p> <ul style="list-style-type: none"> <li>how is the service accessed by Travelers: <ul style="list-style-type: none"> <li>By phone = 2</li> <li>By email = 2</li> <li>WhatsApp = 2</li> <li>Other (please indicate) = 2</li> </ul> </li> <li>where is the service located: <ul style="list-style-type: none"> <li>centralized = 2</li> <li>regionalized/localised = 4</li> </ul> </li> </ul>	Detailed After-Hours and Emergency Standard Operating Procedure (SoP)	20

NO.	CRITERIA	EVIDENCE REQUIRED	POINTS ALOCATED
	<ul style="list-style-type: none"> <li>Ownership: <ul style="list-style-type: none"> <li>Agency owned = 4</li> <li>Outsourced = 2</li> </ul> </li> <li>is the service available 24/7/365: <ul style="list-style-type: none"> <li>Yes = 4</li> <li>No (explain when it is available) = 0</li> </ul> </li> </ul> <p><i>Regionalized/Localized refers to after-hours/emergency support office(s) being spread throughout the country to be able to provide support wherever needed.</i></p> <p><i>Other access method could be a chat service on the agency website</i></p>		
4	<b>METHODOLOGY AND APPROACH</b>		
	<p><b>The bidder must provide Methodology and approach detailing reservations and bookings plan that must cover the following:</b></p> <ul style="list-style-type: none"> <li>Detailed process on how reservations and bookings will be managed.</li> <li>Describe your capabilities for handling group bookings (e.g. for meetings, conferences, events, etc.).</li> <li>Describe how the negotiated airline fares, accommodation establishment rates, car rental rates, etc. will be secured.</li> <li>Describe how you will ensure that traveling individual/delegation are informed of the travel booking arrangements.</li> <li>Describe how you will facilitate and manage after hours crises and provide information if Any of bulk booking over 200 people at once.</li> </ul> <p><b>Points per item covered = 4 points</b></p>	Detailed Methodology	20
5	<p><b>Financial Capacity:</b></p> <p>Bank rating letter</p> <p>Letter with rating A = 10</p> <p>Letter with rating B = 7</p> <p>Letter with rating C = 5</p> <p>No letter = 0</p>	The banking rating letter must be current and issued on / after the bid advertisement date (certified copy)	10
<b>TOTAL NUMBER OF PONITS ALOCATED</b>			<b>100</b>

Ugu District Municipality reserves the right to investigate and verify all the information supplied by the bidder.

**DOMICILIUM**

The parties hereby choose as their domicilium citandi et executandi for the service of notices and legal document the following street addresses:

**Bidder:**

.....

.....

.....

Tel/Fax Number:.....

The Municipal Manager  
**Ugu District Municipality**  
**28 Connor Street**  
**Port Shepstone 4240**

**CONTACT DETAILS**

The following person may be contacted for more information:

**Mr Mondli Ncane**  
**Manager: Youth Development**  
Email: [Mondli.Ncane@ugu.gov.za](mailto:Mondli.Ncane@ugu.gov.za)  
Tel: 039 688 3519

I/We hereby declare that all the information supplied is true and exact.

\_\_\_\_\_

**SIGNATURE OWNER / MANAGER DIRECTOR**

**DATE:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*If it is found that any of the above-mentioned information provided is false, the Municipality reserves the right to terminate this contract with immediate effect. The Municipality may VET the successful bidder.*



CERTIFIED CK DOCUMENTS AND ID DOCUMENTS

*[Failure of a Bidder to submit this will invalidate the bid]*

TAX REFERENCE NUMBER AND PIN

***[Failure of a Bidder to submit this will invalidate the bid]***

JOINT VENTURE (WHERE APPLICABLE)

***[Failure of a JOINT VENTURE Bidder to submit this will invalidate the bid]***

## SPECIFIC GOALS SUPPORTING DOCUMENTS

***[Bidder that does not submit this will not be awarded Specific Goals points]***

CENTRAL SUPPLIER DATABASE REGISTRATION

***[Failure of a Bidder to submit this will invalidate the bid]***

IATA/ASATA REGISTRATION CERTIFICATION

*[Failure of a Bidder to submit this will invalidate the bid]*

AWARD LETTERS AND REFERENCE LETTERS FROM PREVIOUS CLIENTS

*[Bidder that does not submit this will not be awarded points]*

LETTER OF CONFIRMATION OF 24-HOUR SERVICE AVAILABILITY

*[Bidder that does not submit this will not be awarded points]*



METHODOLOGY AND PROJECT PLAN

*[Bidder that does not submit this will not be awarded points]*

APPOINTMENT OF A PANEL OF TRAVEL AGENCIES TO PROVIDE TRAVEL AND ACCOMMODATION SERVICES TO UGU DISTRICT MUNICIPALITY FOR A PERIOD OF THIRTY-SIX (36) MONTHS  
CONTRACT NO: UGU- 09-1710-2025

PROOF OF LOCATION OF BIDDER'S BUSINESS OFFICES

*[Bidder that does not submit this will not be awarded points]*

SKILLS TRANSFER METHODOLOGY

*[Bidder that does not submit this will not be awarded points]*

**PRICING SCHEDULE**

Bidders must provide the transaction cost per service rendered. The fees indicated below are the expected service fees to be charged for the different services offered by travel and accommodation management service providers. Bidders should provide the fee to be charged per booking. All fees provided must be VAT inclusive.

SERVICE	SERVICE FEE INCLUSIVE OF VAT / %		
	YEAR 1	YEAR 2	YEAR 3
Air Travel – International			
Air Travel – Regional			
Air Travel – Domestic			
Air Travel – International (Re-Issue)			
Air Travel – Regional (Re-Issue)			
Air Travel – Domestic (Re-Issue)			
Refunds – Air International			
Refunds – Air Regional			
Refunds – Air Domestic			
Car Rental – International			
Car Rental – Regional			
Car Rental – Domestic			
Transfer/Shuttles – International			
Transfer/Shuttles – Regional			
Transfer/Shuttles – Domestic			
Accommodation – International			
Accommodation – Regional			
Accommodation – Domestic			
Bus/Coach Bookings			
Train Bookings			
Cancellations			
Change to Bookings			
Visa Assistance (Provision of documents and advice)			
After Hour Services			
<b>CONFERENCE BOOKINGS TRANSACTION FEE</b> (percentage fee of the total invoice inclusive of VAT)			

Bidders may attach a detailed fee schedule to supplement the above, where necessary.

COMMENTS:

.....  
.....  
.....  
.....