

**ADVERT DATE: 04 October 2024**



**UMZIMVUBU**  
LOCAL MUNICIPALITY

**PROVISION OF TRAVEL MANAGEMENT  
AGENCY SERVICES FOR A PERIOD OF 2 YEARS  
CONTRACT NO: UMZ/2024-25/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 Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Document. The bid will be evaluated on 80/20 evaluation criteria where 20 points will be allocated to specific goals: 10 Points will be allocated to 100% black owned companies, 5 Points to Disability owned companies with a submission of Occupational Therapy assessment report or certified independent impairment rater) and 5 points to be allocated to more than 50% female owned companies. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Originally Certified ID Copies of Managing Directors/ Owners. Fully completed MBD forms 4, 6.1, 8, and 9 and Billing clearance certificate or statement of municipal accounts, affidavit, confirmation letter with declaration that a company does not owe municipal services for more than 90 days are compulsory submission. Bidders must be registered on CSD and provide confirmation of registration. No couriered, faxed, e-mailed, and late tenders will be accepted. Certification of documents must be within a period of 90 days. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant.

All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices at Dabula Street Sophia, KwaBhaca/Mt Frere, Eastern Cape, 5090 Coordinates (30,90417° S, 28,98138° E) to be close dnot later than 12h00 noon on the **06 November 2024** where they will be opened in public. The municipality will not make any award to a person or persons working for the state. All tenders must be clearly marked **“PROVISION OF TRAVEL MANAGEMENT AGENCY SERVICES FOR A PERIOD OF 2 YEARS”** Tender Documents will be available on E-Tender Portal for free to be downloaded and those that need hard copies will be available at municipal offices at a fee of R455.00 to cover printing costs.

**Enquiries:** All technical enquiries may be directed to Mr. K. Mehlokhulu and SCM enquiries to SCM Mr. T.Mbukushe 039 255 8555 email mehlomakhulu.khuluwe@umzimvubu.gov.za and mbukushe.themba@umzimvubu.gov.za.

**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.

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

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

**MR. GPT NOTA  
MUNICIPAL MANAGER**