



MTHONJANENI MUNICIPALITY

INVITATION TO BID

Bids are hereby invited for the following:

BID NUMBER	PROJECT NAME	COMPULSORY BRIEFING MEETING	TENDER CLOSING DATE
M06 -2019/2020	Appointment of Travel Agency for Municipal Travel and Accommodation for a period of 36 months	13 February 2020 @ 10:30, Old Council Chamber at 21 Reinhold Street Melmoth	06 March 2020 @ 12h00

Tender documents will be available from Wednesday, 12 February 2020 at the Cashiers in the municipal offices on 21 Reinhold Street, Melmoth. A non-refundable tender fee of R 453.00 must be paid prior collection of the document.

Supporting documents and condition for the above Bid: * Proof of registration with central suppliers database * Valid tax clearance certificate and SARS tax compliant status pin issue certificate, certified BBBEE certificate or original affidavit, certified company registration documents and certified directors IDs copies and company profile with previous work experience which includes references. Mthonjaneni Local Municipality Supply Chain Management Policy will apply.

Bidders are The above Bids will be evaluated and Adjudicated according to the following criteria:

- **First stage: Functionality, 100% (minimum threshold of 70%).**
- **Second stage: Preferential points system (80/20), 80 for price and 20 for BBBEE contribution.**

PLEASE NOTE THAT ONLY BIDDERS WHO PASS THE FIRST STAGE WITH THE MINIMUM THRESHOLD OF 70% WILL THEN QUALIFY TO MOVE TO THE SECOND STAGE.

The council reserves the right to negotiate further conditions and requirements with the successful Bidder and reserve the right not to appoint. Tender documents that are late, incomplete, unsigned, or e-mailed and faxed will not be accepted or considered. Mthonjaneni Local Municipality does not bind itself to accept the lowest or any Bid.

Tenders shall remain valid for 90 days from the closing date (06 March 2020). All prices should be inclusive of VAT. Each tender shall be placed in **SEALED ENVELOPES, ENDORSED WITH THE TENDER NUMBER AND PROJECT NAME** and be placed in the tender box at the municipal offices 21 Reinhold Street Melmoth next to Melmoth Library not later than 06 March 2020 at 12H00 (Closing date), at which time tenders will be opened in public.

Enquiries relating to the Bid Documents must be directed to the SCM Manager: Mr. BD Mondo on Tel: 035-4502082; email: scmmanager@mthonjaneni.org.za and all technical enquiries must be directed to the Chief Financial Officer: Mr NM Myeni on Tel: 035-450 2082; email: cfo@mthonjaneni.org.za.

Mthonjaneni Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept any bid in whole or part.

PP Sibiya
Municipal Manager