

Munisipaliteit

Munisipale-geboue
Privaatsak X4
LAINGSBURG, 6900
Tel. (023) 551 1019
Faks No. (023) 5511 019

Laingsburg



Municipality

Municipal Buildings
Private Bag X4
LAINGSBURG, 6900
Tel. (023) 551 1019
Fax No. (023) 5511 019

E-pos / E-mail : scm@laingsburg.gov.za

NOTICE: 90 / 2025
FORMAL WRITTEN PRICE QUOTATION: SCM-Q-2025-26-009

APPOINTMENT OF A TRAVEL AGENCY FOR A PERIOD OF SIX (6) MONTHS

Laingsburg Municipality awaits formal written price quotations from suitably experienced service providers for the appointment of a travel agency for a period of six (6) months.

The bidding company must be registered with the **Association of South Africa Travel Agents (ASATA)**. **Proof of registration must accompany this bid document.**

The bidding company must also be an accredited Travel Agent by **Internal Air Transport Association (IATA)**. **Proof of registration must accompany this bid document.**

Bids may only be submitted on the bid documentation issued by the Municipality. Bid documents are available from Laingsburg Municipality, Municipal Buildings, 02 Van Riebeeck Street, Laingsburg, from **23 July 2025** during working hours **(08:00 – 16:15)**.

Bids must reach the SCM Offices by no later than **31 July 2025 @ 12:00 p.m.** via the following means of communication:

1. **Email:** scm@laingsburg.gov.za;
Electronic submission (Email, no faxes allowed)
Documentation to be emailed to the Supply Chain Management Unit, or
2. **Hand delivered to:**
02 Van Riebeeck Street, Municipal Buildings, Laingsburg

The **bid must be valid for a period of 30 days** after the closing date. The bid will be subject to the Council's Supply Chain Management Policy, the Municipal Preferential Procurement Policy, and the Preferential Procurement Regulations, 2022.

The preferential points system applied (80/20) in terms of the Preferential Procurement Policy is as follows:

PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
LOCALITY	10
TOTAL POINTS	100

The successful bidder must also be registered and tax-compliant on the Centralised Supplier Database (CSD). Tenderers can register on www.csd.gov.za

The municipality reserves the right to withdraw any invitation to tender, re-advertise, reject any formal written price quotation, or to accept a part of it. The municipality is not bound to accept the lowest bid or award a contract to the bidder scoring the highest point score.

Telegraphic, telephonic, facsimile and late bids will not be accepted.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO. 40553 DATED 20 JANUARY 2017).

Queries relating to this tender may be addressed to:

<u>Technical Queries</u>	<u>Supply Chain Management Queries</u>	<u>Document Queries</u>
Mr Keith Gertse Tel: (023) 55 11 019 kigertse@laingsburg.gov.za	Mr Nico Quinn Tel: (023) 55 11 019 scm@laingsburg.gov.za	Mr Keith Gertse Tel: (023) 55 11 019 scm@laingsburg.gov.za

.....
J BOOYSEN
MUNICIPAL MANAGER

23 JULY 2025



MUNISIPALITEIT MUNICIPALITY uMASIPALA

FORMAL WRITTEN PRICE QUOTATION

NOTICE NUMBER:		90 / 2025	
FWPQ NUMBER:		SCM-Q-2025-26-009	
FWPQ DESCRIPTION:		Appointment of a Travel Agency for a period of six (6) months	
CLOSING DATE:	31 JULY 2025	CLOSING TIME:	12:00 p.m.
<i>Email: scm@laingsburg.gov.za; or Hand delivered to:</i> MUNICIPAL BUILDINGS 02 VAN RIEBEECK STREET LAINGSBURG 6900		NB: 1. All bids must be submitted on the official forms – (not to be retyped) 2. Bids must be completed in black and white 3. No bids will be considered from persons in the service of the state	
Name of Bidder:			
Total Bid Price:			
Estimated Delivery / Completion Period:		Six (6) Months	
B-BBEE Status Level of Contributor:			
B-BBEE Status Level of Contributor points claimed:		 (maximum of 10 points)	
Locality of supplier points claimed:		 (maximum of 10 points)	
B-BBEE certificates or Sworn Affidavits submitted with the bid document MUST be VALID ORIGINAL BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES OR SWORN AFFIDAVITS BIDDERS MUST SUBMIT VALID CERTIFIED PROOF OF REGISTERED BUSINESS WITHIN THE BOUNDARIES OF THE CENTRAL KAROO IN ORDER TO QUALIFY FOR LOCALITY OF SUPPLIER POINTS			

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LAINGSBURG MUNICIPALITY
REQUEST FOR QUOTATION NOTICE AND INVITATION TO BID

ADVERTISED IN:	MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE		
FWPQ NO:	SCM-Q-2025-26-009	NOTICE NO :	90 / 2025
PUBLISHED DATE:	23 JULY 2024	DEPARTMENT:	FINANCIAL SERVICES
Request for Written Quotation:	Appointment of a Travel Agency for a period of six (6) months		
CLOSING TIME AND DATE:	NO LATER THAN 12H00	ON THE DATE:	31 JULY 2025
	Bids must be submitted on the official forms and must be returned via: <i>Email:</i> scm@laingsburg.gov.za ; or <i>Hand delivered to:</i> MUNICIPAL BUILDINGS 02 VAN RIEBEECK STREET LAINGSBURG 6900		
BID RULES:			
1. Bids are to be completed in accordance with the conditions and bids rules contained in the bid document. 2. Bids may only be submitted on the bid documentation issued by the Municipality. 3. The Laingsburg Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. 4. Bids are subject to the Laingsburg Municipality Supply Chain Management Policy. 5. Price (s) quoted must be valid for at least thirty (30) days from date of your offer. 6. Price (s) quoted must be firm and must be indicated; 7. Only those suppliers who complies with specifications will be eligible for points. 8. The successful provider will be the one scoring the highest points. 9. Payments to the successful bidder in terms of this contract will be processed within 30 days after receipt of a valid tax invoice for goods and/or services rendered to the satisfaction of the municipality. 10. The lowest or any bid shall not necessarily be accepted and the Municipality reserves the right to accept any part of the bid. 11. Do not dismember this Bid Document (do not take it apart or put documents between its pages). 12. All other documents of the submission must be attached behind this bid document. 13. Please note that any suspicious collusive bidding behaviour and restrictive practices by bidders will be reported to the Competition Commission for investigation and possible imposition of administrative penalties. 14. Bidders who are not yet registered are required to register on the Central Suppliers Database (CSD). Bidders can register on the official website – www.csd.gov.za.			
Bids shall be evaluated in terms of the Preferential Procurement Policy of Laingsburg Municipality		Bidders may claim preference points in terms of their B-BBEE status level of contribution and locality of supplier	
Preferential Procurement Point System Applicable		80/20	Local Content Requirement N/A
CIDB Registration Required	None	Validity Period	30 Days
Site Meeting/Information Session	None		
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:	
Section:	Laingsburg Municipality	Section:	Supply Chain Management
Contact Person:	Mr. Keith Gertse	Contact Person:	Mr. Anthonico Quinn
Tel:	023 55 11 019	Tel:	023 55 11 019
Email:	scm@laingsburg.gov.za	Email:	scm@laingsburg.gov.za
Authorised by:	Mr. J. Booysen	Municipal Manager	

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	SCM-Q-2025-26-009	CLOSING DATE:	31 JULY 2025	CLOSING TIME:	12:00
DESCRIPTION	APPOINTMENT OF A TRAVEL AGENCY FOR A PERIOD OF SIX (6) MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS					
MUNICIPAL BUILDINGS					
PRIVATE BAG X4					
02 VAN RIEBEECK STREET					
LAINGSBURG					
6900					
SUPPLIER INFORMATION					
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]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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	FINANCIAL SERVICES	CONTACT PERSON	KEITH GERTSE		
CONTACT PERSON	A.T QUINN	TELEPHONE NUMBER	023-5511019		
TELEPHONE NUMBER	023-5511019	FACSIMILE NUMBER	023-5511019		
FACSIMILE NUMBER	023-5511019	E-MAIL ADDRESS	kigertse@laingsburg.gov.za		
E-MAIL ADDRESS	scm@laingsburg.gov.za				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:										
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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.										
2. TAX COMPLIANCE REQUIREMENTS										
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.										
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 30%; text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> </table> IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO									
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO									
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO									
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO									
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO									

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

4. DECLARATION OF INTEREST

- 4.1. No bid will be accepted from persons in the service of the state¹.
- 4.2. 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 favouritism, 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 authorised representative declare their position in relation to the evaluating/adjudging authority.
- 4.3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
- 4.3.1. Full Name of bidder or his or her representative:
.....
- 4.3.2. Identity Number:
.....
- 4.3.3. Position occupied in the Company (director, trustee, shareholder²):
.....
- 4.3.4. Company Registration Number:
.....
- 4.3.5. Tax Reference Number:
.....
- 4.3.6. VAT Registration Number:
.....
- 4.3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
- 4.3.8. Are you presently in the service of the state? **YES / NO**
- a) If yes, furnish particulars:
.....

¹MSCM 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.

4.3.9. Have you been in the service of the state for the past twelve months?

YES / NO

a) If yes, furnish particulars:

.....

4.3.10. 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

a) If yes, furnish particulars:

.....

4.3.11. 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

a) If yes, furnish particulars:

.....

4.3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

a) If yes, furnish particulars:

.....

4.3.13. Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

a) If yes, furnish particulars:

.....

4.3.14. 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

a) If yes, furnish particulars:
.....

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

Full Name	Identity Number	State Employee Number

.....
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, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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 The applicable preference point system for this tender is the 80/20 preference point system.
- 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 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.
- 1.5 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:

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

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:

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

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 tables below.

At least **50%** of the **20 / 10 points** will be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	9	4.5
3	7	3
4	6	2.5
5	4	2
6	3	1.5
7	2	1
8	1	0.5
Non-compliant contributor	0	0

Tenderer must submit proof of its B-BBEE status level contributor (scorecard).

A tenderer failing to submit proof of B-BBEE status level of contributor –

- may only score in terms of the **80 / 90 points** formula for price; and
- scores **0 points** for BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

B-BBEE Status Level of Contributor points claimed: = (maximum of 10 or 5 points)

A maximum of **10 / 5** of the **20 / 10 points** will be allocated as follows:

Locality of supplier/ Local Labour	Points (80/20)	Points (90/10)
Within the boundaries of the municipality	10	5
Outside of the boundaries of the Municipality	0	0

Tenderer failing to submit proof of required evidence to claim preferences for specific goals –

- may only score in terms of the **80 / 90 points** formula for price; and
- scores **0 points** out of **10 / 5** of the relevant specific goals where the supplier or service provider did not stipulate.

Locality of supplier / Local Labour points claimed: = (maximum of 10 or 5 points)

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;
- i) 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;

- iii) 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.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

5. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 5.1. This Municipal Bidding Document must form part of all bids invited.
- 5.2. 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 taken to combat the abuse of the supply chain management system.
- 5.3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
- 5.3.1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 5.3.2. been convicted for fraud or corruption during the past five years;
 - 5.3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 5.3.4. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 5.4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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 ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
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 ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM 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

6. CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 6.1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 6.2. 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).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 6.3. 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:
 - 6.3.1. take all reasonable steps to prevent such abuse;
 - 6.3.2. 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
 - 6.3.3. 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.
- 6.4. 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.
- 6.5. 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 / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

I, the undersigned, in submitting the accompanying bid:
**SCM-Q-2025-26-009 - APPOINTMENT OF A TRAVEL AGENCY FOR A PERIOD
OF SIX (6) MONTHS**
(Bid Number and Description)

in response to the invitation for the bid made by:
LAINGSBURG MUNICIPALITY
(Name of Municipality)

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

- 6.6. 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 consortium³ will not be construed as collusive bidding.
- 6.7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 6.7.1. prices;
 - 6.7.2. geographical area where product or service will be rendered (market allocation)
 - 6.7.3. methods, factors or formulas used to calculate prices;
 - 6.7.4. the intention or decision to submit or not to submit, a bid;
 - 6.7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 6.7.6. Bidding with the intention not to win the bid.
- 6.8. 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.
- 6.9. 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.

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.

6.10. 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

LAINGSBURG MUNICIPALITY CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES (To be signed in the presence of a Commissioner of Oaths)				
I, the undersigned, in submitting the accompanying bid, declare that I am duly authorised to act on behalf of:			(name of the enterprise)	
Hereby acknowledges 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 the Laingsburg Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.				
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.				
If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards a Municipality in respect of which payment is overdue for more than 30 days;				
PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER			MUNICIPAL ACCOUNT NUMBER	
FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:				
Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)
NB: Please attach certified copy(ies) of ID document(s)				
Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)				

Therefore hereby agrees and authorises the Laingsburg Municipality to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and			
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, and/or in the event that the tenderer is successful, the cancellation of the contract.			
NAME (PRINT)		SIGNATURE	
CAPACITY		DATE	
NAME OF ENTERPRISE			

COMMISSIONER OF OATHS Signed and sworn to before me at _____, on this _____ day of _____ 20__ 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:- Position: _____ Address: _____ Tel: _____	Apply official stamp of authority on this page:
--	---

QUOTATION FORM

1. I / We (full name of Bidder) the undersigned in my capacity as of the firm hereby

offer to Laingsburg Municipality herein represented by the Senior Manager: FINANCIAL AND COMPLIANCE SERVICES (hereafter referred to as the MES), to supply and deliver the goods described in accordance with the specification and conditions of contract to the entire satisfaction of the MES and subject to the conditions of bid, for the amount indicated hereunder:

Refer to the pricing schedule: **R**

Address of Bidder:

.....

.....

Telephone No:

Banker:

Branch:

2. I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of bid of this bid form and that I / we accept the conditions in all respects.
3. I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of my / our bid and that I / We elect domicillium citandi et executandi in the Republic at:
.....
4. I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our bid: that the price quoted cover all the work items specification in the bid documents and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

DATE

SIGNATURE OF BIDDER

DATE

SIGNATORY OF AUTHORITY

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, duly signed, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on _____ 20_____,

Mr./Mrs. _____ (whose signature appears below) has been duly authorized to sign all documents in connection with this bid on behalf

of _____ (Name of Company) in

his/her capacity as _____

Full Name of Director	Residential address	Signature

Sign on behalf of company		Date	
Print Name:			
Witness 1:		Witness 2:	

B. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)

I, _____ the undersigned, hereby

Confirm that I am the sole owner of the business trading as _____

Sign on behalf of company		Date	
Print Name:			
Witness 1:		Witness 2:	

C. PARTNERSHIPS

We, the undersigned partners in the business trading as _____ hereby authorize Mr. /Ms. _____ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of _____ (name of firm)

The following particulars in respect of every partner must be furnished and signed by every partner:

Full Name of Director	Residential address	Signature

Sign on behalf of company		Date	
Print Name:			
Witness 1:		Witness 2:	

C. CLOSED CORPORATION

In the case of a close corporation submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

By resolution of members at a meeting on _____ 20____ at _____

_____ Mr. /Ms., _____ whose

signature appears below, has been authorized to sign all documents in connection with this bid on

behalf of (Name of Close Corporation) _____

Full Name of Director	Residential address	Signature

Sign on behalf of company		Date	
Print Name:			
Witness 1:		Witness 2:	

LAINGSBURG MUNICIPALITY	
SPECIFICATIONS / TERMS OF REFERENCE	
FWPQ Number:	SCM-Q-2025-26-009
FWPQ Description:	APPOINTMENT OF A TRAVEL AGENCY FOR A PERIOD OF SIX (6) MONTHS
1. Background	
1.1. The Municipality intends to appoint a suitable travel agent to administer air travel, accommodation and meal requests as needed by the municipality from date of appointment for a period of six (6) months.	
2. Current State	
2.1. Request for air travel, accommodation and meals are currently being administered internally by the SCM Unit.	
1. Scope of Work	
1.1. The appointed travel agency will be required to coordinate the travel arrangements on behalf of the Municipality, including flights, car rental reservation and accommodation, which are detailed below:	
1.1.1. FLIGHTS (DOMESTIC AND INTERNATIONAL)	
1.1.1.1. The travel agency must be able to obtain at least three comparable quotations from different airlines for domestic and international flights. Confirmation of receipt of request to be send by the service provider.	
1.1.1.2. The travel agency must separately indicate its service/ booking fees on each quotation.	
1.1.1.3. The municipality will indicate the preferred travelling times.	
1.1.1.4. The travel agency must forward their quotation via email to the municipality's representative who will make the final selection and inform the travel agency accordingly. Emergency logistical arrangements must also be considered.	
1.1.1.5. After confirmation by way of an official purchase order from the municipality, the travel agency will make the necessary flight arrangements with preferred airlines.	
1.1.1.6. The travel agency is required to confirm flight bookings in writing (email) to the municipality's representative and will communicate any post booking charges to flights, telephonically and in writing (email) to the municipality's representative.	
1.1.1.7. Proof of payment to be submitted to the municipality after request has been actioned, before officials depart.	
1.1.1.8. The travel agency must provide a tax invoice and monthly statements upon which payment will be processed by the municipality.	
1.1.1.9. The travel agency is required to be available for all bookings and cancellations of airline tickets. An emergency telephone number must be provided for in cases of emergency.	
1.1.1.10. The travel agency must always endeavour to make the most cost effective arrangements and reservations on behalf of the Municipality.	
1.1.1.11. The travel agency is required to investigate any complaints from travellers and do follow-ups on the recovery of lost baggage as well as facilitating any insurance claims that might arise	
1.1.2. CAR RENTAL RESERVATIONS	
1.1.2.1. The travel agency must be able to obtain quotations from car rental companies that are members of Southern African Vehicle Rental and Leasing Association (SAVRALA).	
1.1.2.2. In all cases the most economical way of transport must be utilised.	
1.1.2.3. The travel agency must separately indicate its service/ booking fees on the quotation.	

- 1.1.2.4. The travel agency must forward their quotation to the municipality's representative who will make the final selection and inform the travel agency within a reasonable time. Emergency logistical arrangements must also be considered.
- 1.1.2.5. After confirmation by way of an official purchase order from the municipality, the travel agency will make the necessary arrangements with the car rental company.
- 1.1.2.6. The travel agency will confirm the car rental booking in writing (email) to the municipality's representative and will communicate any post booking charges to car rental, telephonically and in writing (email) to the municipality's representative.
- 1.1.2.7. Proof of payment to be submitted to the municipality after request has been actioned, before officials depart.
- 1.1.2.8. The travel agency is required to be available for all bookings and cancellation of car rentals. An emergency telephone number must be provided for in cases of emergency.
- 1.1.2.9. The travel agent/municipality must be registered as a preferred client of the car rental company in order for the officials to travel efficient and effectively.

1.1.3. ACCOMMODATION BOOKINGS

- 1.1.3.1. Accommodation bookings must be made at hotels and guest houses which are of an acceptable standard taking into account availability, location, suitability and safety considerations.
- 1.1.3.2. The travel agency must obtain quotations for accommodation for every request and must be forwarded to the municipality's representative. These quotations may include shuttle services to and from the place of accommodation, depending on the Municipality's requirements. Emergency logistical arrangements must also be considered.
- 1.1.3.3. It is recommended that accommodation is arranged nearest to the venue at which the event takes place.
- 1.1.3.4. The Municipality may under exceptional circumstances require the travel agency to make bookings at hotels and guest houses specifically chosen by the Municipality in instances where practical considerations apply in order to minimize travel time and cost.
- 1.1.3.5. The travel agency must separately indicate its service/ booking fees on each quotation.
- 1.1.3.6. Proof of payment to be submitted to the municipality after request has been actioned, before officials depart.
- 1.1.3.7. Parking must be included in bookings where applicable.
- 1.1.3.8. The municipality reserves the right to approve a quotation and will communicate same to the travel agency who must thereafter, confirm the booking with the approved service provider.
- 1.1.3.9. The travel agency is required to be available for all bookings and cancellation of car rentals. An emergency telephone number must be provided for in cases of emergency.

1.1.4. GENERAL

- 1.1.4.1. The travel agency must be available after normal working hours to assist municipal travellers in case of any emergency or enquiry associated with the travel arrangements made by the travel agency.
- 1.1.4.2. The travel agency must designate an accounts manager to deliver efficient and dedicated service to the municipality
- 1.1.4.3. The travel agency must be able to negotiate optimal rates with car rental companies, shuttle services, airfare and accommodation.
- 1.1.4.4. The travel agency must assist travellers with international driver's license arrangements when applicable.
- 1.1.4.5. In instances where use is made two or more types of services ((i.e. flights, accommodation and / or car rental reservations), quotations and invoices may be consolidated to reflect the applicable cost as well as separately indicating the applicable booking fees as quoted.
- 1.1.4.6. **Pricing of booking fee must be tendered in accordance with the pricing schedule. The bidder is required to bid for all items listed in the pricing schedule on page 31 of the bid document. Failure to do so will result in the bid being regarded as non-responsive**
- 1.1.4.7. The travel agency must provide a tax invoice for each booking and a monthly statement that reflects all transactions for the period. The Municipality will process payment thereof within 30 days from date of statement

2. Invalid Bids

2.1. The following will render the bid invalid:

- 2.1.1. The bid is not submitted on the official Form of Offer;
- 2.1.2. The bid document is not completed in non-erasable handwritten, or printed, ink, or toner;
- 2.1.3. The Form of Offer has not been signed with an original signature;
- 2.1.4. The Form of Offer is signed, but the name of the bidder is not stated, or is indecipherable.

3. Non-Responsive Bids

3.1. Valid bids will be declared non-responsive and eliminated from further evaluation if:

- 3.1.1. The bidder has been listed on the National Treasury's Register for Tender Defaulters in terms of the Prevention and combating of Corrupt Activities Act, Act 12 of 2004, or has been listed of the National Treasury's List of Restricted Suppliers and who is therefore prohibited from doing business with the public sector.
- 3.1.2. The bidder is prohibited from doing business with the Laingsburg Municipality.
- 3.1.3. The bidder does not comply with the Specification(s).
- 3.1.4. The bidder does not comply with the instructions as contained in the Price Schedule and/or Contract Price Adjustments and Rate of Exchange Variation (where applicable).
- 3.1.5. The bidder does not comply with the production of local content (if applicable)

3.2. Bidders will be declared non-responsive if the tenderer fails to adhere to a written request (within the specified period set out in such request) to:

- 3.2.1. Comply with the general conditions applicable to tenders as set out in the Laingsburg Municipality's SCM Policy;
- 3.2.2. Comply with one or more of the provisions contained in the Conditions of Tender.
- 3.2.3. Comply with any other terms and conditions of the bid as contained in the bid documents;
- 3.2.4. Register on the Central Supplier Database;
- 3.2.5. Complete and/or sign any declarations and or/authorisations;
- 3.2.6. Submit an original valid tax clearance certificate or tax compliance pin from the South African Revenue Services (SARS) certifying that the taxes of the bidder are in order;
- 3.2.7. Comply with any applicable Bargaining Council agreements where applicable;

3.3. 5.3. Paragraph 5.1 & 5.2 above are not closed lists.

4. General Specifications

- 4.1. The Municipality reserves the right to accept alternative bids. The Municipality is not bound to accept the lowest or any bid and reserve the right to accept any bid either wholly or a part thereof.
- 4.2. The submission of a bid signifies complete acceptance of the conditions contained in these instructions, the form of bid and the annexures.
- 4.3. Bids may only be submitted on the official bidding document. The bidding documents must be fully completed and signed.
- 4.4. Report must be provided to the Municipality on a monthly basis in respect of all work done and hours with full rates. (If applicable)
- 4.5. Successful bidder will be compelled to employ local labour in the specific area. (If applicable)
- 4.6. Council will reserve the right to appoint more than one successful bidder or any combination. (If applicable)

5. SPECIFICATION REQUIREMENTS

- 5.1. The objective of this bid is to appoint a travel agency that will provide travel and accommodation services to Laingsburg Municipality for a period of six (6) months.

5.2. PRE-QUALIFICATION CRITERIA

- 5.2.1. The travel agency must be registered with the **Association of South African Travel Agents (ASATA)** and the International Air Transport Association (IATA). **Proof of registration must be attached to this bid document.**
- 5.2.2. The travel agency must also be an accredited Travel Agent **by Internal Air Transport Association (IATA)**. **Proof of registration must be attached to this bid document.**
- 5.2.3. The travel agency must complete the table below detailing current / previous experience of a similar nature: See below table on **Page 30**.

6. QUALIFIED BIDS

- 6.1. Qualified bids may be disregarded at the discretion of the Municipality.

7. DOCUMENTATION REQUIRED

7.1. THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED AS PART OF THE FWPQ:

- 7.1.1. Tax Compliance Pin and/or Tax Clearance Certificate
- 7.1.2. Valid BBBEE Certificate or Sworn Affidavit
- 7.1.3. Latest Municipal Account / Lease Agreement
- 7.1.4. Central Supplier Database (CSD) Number
- 7.1.5. Association of South African Travel Agents (ASATA) registration
- 7.1.6. Internal Air Transport Association (IATA) registration

8. OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

- 8.1.1. The service provider must adhere to all statutory requirements.

9. PRICING REQUIREMENTS

- 9.1. Bid prices must be in ZAR Currency (Rand).
- 9.2. The rates must remain firm for the period of 12 months (Only for annual contracts)
- 9.3. Rates must be inclusive of Value-added-Tax of 15%

10. EVALUATION

- 10.1. Bids will be evaluated on a comparative basis, which is the reason for the design of the bid specification.
- 10.2. All bids received shall be evaluated in accordance with the Municipal Finance Management Act, Act 56 of 2003 (read with its accompanying supply chain management regulations), Laingsburg SCM Policy, and the Preferential Procurement Policy Framework Act, Act 5 of 2000 (read with its accompanying regulations).
- 10.3. Points will be awarded to bidders who are eligible for preferences in terms of **LBM 6.1**: Preference Point Claim Schedule (where preferences are granted in respect of B-BBEE contribution).

7.2.2. The travel agency must complete the table below detailing current / previous experience of a similar nature:

Description of project	Client contact details			Value of contract	Year completed
	Name of client	Name of responsible official	Telephone no		

LAINGSBURG MUNICIPALITY	
PRICING SCHEDULE / BILL OF QUANTITIES	
FWPQ Number:	SCM-Q-2025-26-009
FWPQ Description:	APPOINTMENT OF A TRAVEL AGENCY FOR A PERIOD OF SIX (6) MONTHS
PLEASE NOTE:	- Prices quoted must be inclusive of VAT. - Document MUST be completed in non-erasable black ink. - Please complete the attached Bill of Quantities.

NB: This bid does not have a bid price. The recommended service provider will charge the municipality a service fee for arranging the bookings on behalf Laingsburg Municipality, which for the purpose of bidding and evaluation, will be expressed in percentage (%) terms. The service provider will charge the municipality this agreed percentage on the invoice for the service rendered.

ITEM NO	DESCRIPTION	PERCENTAGE (%) FEE PER SERVICE
1	Domestic flights (return)	
2	International flights	
3	Car rental reservation	
4	Accommodation bookings	
5	Meals	
6	Conferences / Events	
7	Shuttle Services	

VALUE ADDED TAX

Where the value of an intended contract will exceed R 1 000 000,00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R 3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Laingsburg Municipality is **4000846362**.

LAINGSBURG MUNICIPALITY	
Form of Offer and Acceptance	
FWPQ Number:	SCM-Q-2025-26-009
FWPQ Description:	APPOINTMENT OF A TRAVEL AGENCY FOR A PERIOD OF SIX (6) MONTHS
1. Part A: OFFER	
1.1. The Laingsburg Municipality has solicited offers to enter into a contract in respect of the abovementioned works. 1.2. The bidder, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer. 1.3. 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 Laingsburg Municipality 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.	
2. THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:	
3. This Offer may be accepted by the Laingsburg Municipality by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer, whereupon the Tenderer becomes the party named as the Contractor in the conditions of contract	

Signature(s)		
Name(s)		
Capacity		
For the tenderer:	(Insert name and address of organisation)	
Name of witness:		Date
Signature of witness:		

LAINGSBURG MUNICIPALITY	
Form of Offer and Acceptance	
FWPQ Number:	SCM-Q-2025-26-009
FWPQ Description:	APPOINTMENT OF A TRAVEL AGENCY FOR A PERIOD OF SIX (6) MONTHS
4. Part B: ACCEPTANCE	
4.1. By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer'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 tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.	
4.2. Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable 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 Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.	
4.3. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.	

Signature(s):			
Name(s):			
Capacity:			
For the Employer:	Laingsburg Municipality 02 Van Riebeeck Street LAINGSBURG, 6900		
Name of witness:		Date:	
Signature of witness:			

DECLARATION BY BIDDER				
I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of bid of this bid form and that I / we accept the conditions in all respects.				
I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our tender and that I / we elect domicillium citandi et executandi in the Republic at:				
I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender: that the price quoted cover all the work items specification in the tender documents and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.				
NAME (PRINT)			SIGNATURE	
CAPACITY			DATE	
NAME OF ENTERPRISE				
WITNESS 1		WITNESS 2		