TENDER DATA

1.	The Employer is: Nkangala Economic Development Agency P.O Box 437 Middelburg 1050
2.	Tender Documents
	Tendering Procedures Tender notice and invitation to tender Tender data **Returnable Documents** List of Returnable Documents **The Contract** **Agreements and Contract data** Forms of Offer and Acceptance Contract Data **Pricing Data** Pricing Instruction Bill of Quantities **Terms of Reference** Terms of Reference **Additional Relevant Documents** Supply Chain Management Policy
3.	**Interpretation** The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.
4	**Communication.** The Employer's Representative is;

Accounting Officer	**Procurement Enq.**	**Technical Enquiries**
Mr JP Mangani P.O. Box 437 Middelburg 1050 013 249 2194	Ms LS Sehlako - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2045 / 2225	Ms LS Sehlako - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2045 / 2225

4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.
5	**Eligibility** Only those tenders who's firms/companies are registered with one of the following Associations: **Association of South African Travel Agents (ASATA)/ International Air Transport Association (IATA)/ African Business Travel Association (ABTA) Affiliation/ Accreditation**
6	**Proof of Credit Facility**
6.1	The bidder must attach proof of a Credit Facility Agreement or a Facility Letter from a lender, detailing the terms, conditions and credit amount, with a minimum of **R200,000.00**
7	**The Employer's right to accept or reject any tender offer** The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Nkangala Economic Development Agency.
8	**Tenderer Obligations**
8.1	The Council retains the right to call for any additional information that it may deem necessary
8.2	If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner: 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss
8.3	If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.
8.4	At the request of the Head of Department (Council's) or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated.

9.	**Compensation of tendering** The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.
10.	**Check documents** The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission. **Nkangala Economic Development Agency reserves the right to request the bidder to submit original documents (as detailed in the proposed key personnel of the tender document and but not limited to, company CK document, qualifications of key personnel) for review and certification by its Commissioner of Oath.**
11.	**Clarification Meeting** A compulsory clarification meeting will be held on: **N/A**
11.1	In the case of a Joint Venture a representative of each of the Companies in the Joint Venture partnership should attend the meeting.
11.2	No individual may represent more than one tenderer at the compulsory briefing session. Non-completion in full of the fields required on the attendance register may lead to automatic disqualification
12.	**Confidentiality and Copyright of Documents.** Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation. **In submitting any information or documentation requested in this tender or any other information that may be requested pursuant to this Tender, you are consenting to the processing by NEDA or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus you hereby indemnify NEDA against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.**
13.	**Submitting tender offer:**

13.1	No Tender document will be considered unless submitted on Council's Official Tender Document
13.2	Return all the returnable documents to the employer after completing them.
13.3	Tenders must be deposited in the tender box clearly marked: **Appointment of professional agencies for travel and accommodation services for Nkangala Economic Development Agency for a period of three (3) years (as and when required) re-advert.** **Location of tender Box**: Main Entrance Ground floor Nkangala DM Building **Physical Address**: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050. Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered
13.4	All tenders received by the Nkangala Economic Development Agency will remain in the Entity's possession until after the stipulated closing date and time.
13.5	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.
14.	**Closing Time:**
14.1	The time and location for opening of the Tender offers are: **Closing Time:** **12:00** **Closing Date:** **30th November 2026** **Location:** **Nkangala District Municipality, 2A Walter Sisulu Street, Middelburg, 1050** Tenders will be opened in public at the same time and prices will be read out.
14.2	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the NEDA.
15.	**Pricing the tender** State the rates and prices in Rand
16.	**Alterations to the Tender Documents.** **No** alterations may be made to the tender document issued by the employer. Proposals and any other supporting documents must be attached to the back of this tender document
17	**Alternative tender offer.** **No** alternative tender offers will be considered or accepted

18	**Tender Offer Validity** The Tender offer validity period is **90** days from the closing date.
19	**Tender clarification after submission** A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.
20.	**Tender evaluation points**
20.1	The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
20.2	Preference points for this bid shall be awarded for: (a) Price; and (b) Specific goals.
20.3	The maximum points for this bid are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	**100**

21.	**Evaluation of Tenders** The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the NEDA. Clause 54 of the Supply Management Policy which entails balance between financial offer and functionality.
21.1	**The following steps will be followed in evaluation;** 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers. 5. Determination of expertise and experience of tenderers. 6. Awarding of points for financial offer. 7. Ranking of tenderers according to the total points 8. Performance of risk analysis by checking the credit record of the tenderers
21.2	**Evaluation Criteria** The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved for other clients.

21.3 Tenders are adjudicated in terms of NEDA Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.

22. **FUNCTIONALITY EVALUATION CRITERIA FOR DEVELOPED TRAVEL MANAGEMENT SERVICE PROVIDERS**

A firm must obtain a minimum of 60 points out of the 100 points above to be considered for price and BBB-EE evaluation.

Description	Total Points Obtainable
Proposed Key Personnel • Project Leader/Team Leader (25) • Travel Manager (20) • Travel Coordinator (15)	**60**
Experience of firm	**30**
Professional Registration	**10**
Grand Total	**100**

EVALUATION CRITERIA FOR PROJECT/ TEAM LEADER

- **Project Director / Team Leader:** ***(Maximum Points obtainable 25)***

Name of Project Director/Leader: …….

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications **(Note 1)**	Post Graduate Diploma/ Honours Degree in Travel Management/ Tourism Management/ Tourism Development;	No	10	
	NQF Level 7- Degree in Travel Management/ Tourism Management/ Tourism Development;	No	9	
	NQF Level 6- Diploma in Travel Management/ Tourism Management/ Tourism Development;	Yes	7	
Sub-total			**10**	
		Elimination Factor	**Points obtainable**	**Points Claimed**

Involvement of the Project Leader/Director in comparable projects. **(Note 2)**	0 - 2	Yes	0	
	3 - 5	No	7	
	6 - 8	No	8	
	9+	No	9	
Sub-Total			**9**	
		Elimination Factor	**Points obtainable**	**Points Claimed**
Current Employment **(Note 3)**	Full time employed by the Firm	No	5	
	Contracted for the duration of the project by the Firm	No	3	
Sub-total			**5**	
Total			**25**	

Project Director / Team Leader

Note 1: Academic Qualifications

Proof of academic qualifications in the form of copies must be attached to the Team Leader/ Project Director's CV. Foreign qualifications must be accompanied by a Certificate from Qualifications Certification Body. The proposed Team Leader/Project Director shall be in possession of at least a Post Graduate Degree/ Honours Degree/ Diploma in Travel Management/ Tourism Management/Tourism Development from any South African University or equivalent qualifications from a recognised Foreign University or Institution. Failure to provide shall make the bidder to score zero (0) in this category.

Note 2: Involvement of the Project Leader/Director in similar or comparable Travel management projects.

A minimum of three projects is required for the involvement of the Team Leader/ Project Director in similar or comparable projects. Proof of involvement in similar or comparable projects must be contained in the Curriculum Vitae. Failure to provide this shall make the bidder to score zero (0) in this category.

Note 3: Current Employment.

Confirmation of current employment in the Team Leader/ Project Director must be contained in the Curriculum Vitae of the Team Leader/ Project Director. Failure to provide this shall make the bidder to score zero (0) in this category.

EVALUATION CRITERIA FOR TRAVEL MANAGER.

- **Travel Manager:** ***(Maximum Points obtainable 20)***

Name of Travel Manager: ……

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications **(Note 4)**	NQF Level 7- Degree in Travel Management/ Tourism Management/ Tourism Development;	No	10	
	NQF Level 6- Diploma in Travel Management/ Tourism Management/ Tourism Development;	No	5	
	NQF Level 5 or Higher Certificate in Travel Management/ Tourism Management or Tourism Development;	No	3	
Sub-total			**10**	
		Elimination Factor	**Points obtainable**	**Points Claimed**
Involvement of the Travel Manager in comparable projects **(Note 5)**	0 - 2	Yes	0	
	3 - 5	No	2	
	6 - 8	No	3	
	8 - 10	No	5	
Sub-Total			**5**	
		Elimination Factor	**Points obtainable**	**Points Claimed**
Current Employment **(Note 6)**	Full time employed by the Firm	No	5	
	Contracted for the duration of the project by the Firm	No	3	
Sub-total			**5**	
Total			**20**	

<u>Travel Manager;</u>

Note 4: Academic Qualifications

Proof of academic qualifications in the form of copies must be attached to the Travel Manager's CV. Foreign qualifications must be accompanied by a Certificate from Qualifications Certification Body. The proposed travel Manager shall be in possession of at least a Degree/Diploma/Higher Certificate in one of the following fields: Travel Management/ Tourism Management or Tourism Development from any South African University or

equivalent qualifications from a recognised Foreign University or Institution. Failure to provide such copies shall make the bidder to score zero (0) in this category.

Note 5: Involvement of the Travel Manager in relevant and comparable Travel management projects.
A minimum of three projects is required for the involvement of the Travel Manager in similar or comparable projects. Proof of involvement in similar or comparable projects must be contained in the Curriculum Vitae. Failure to provide this shall make the bidder to score zero (0) in this category.

Note 6: Current Employment.
Confirmation of current employment in the Travel Manager must be contained in the Curriculum Vitae of the Travel Manager. Failure to provide this shall make the bidder to score zero (0) in this category.

EVALUATION CRITERIA FOR TRAVEL COORDINATOR.

Travel Coordinator: ***(Maximum Points obtainable 15)***

Travel Coordinator: …….

Evaluation Criteria	**Minimum Required**	**Elimination Factor**	**Points obtainable**	**Points Claimed**
Academic Qualifications **(Note 7)**	NQF Level 6- Diploma in Travel Management/ Tourism Management/ Tourism Development;	No	5	
	NQF Level 4 or Higher Certificate in Travel Management/ Tourism Management/ Tourism Development;	No	3	
	Matric/Grade 12	Yes	1	
Sub-total			**5**	
		Elimination Factor	**Points obtainable**	**Points Claimed**
Involvement of the Travel Coordinator in comparable projects **(Note 9)**	0 - 2	Yes	0	
	3 - 5	No	1	
	6 - 8	No	3	
	8 - 10	No	5	
Sub-Total			**5**	
		Elimination Factor	**Points obtainable**	**Points Claimed**

Current Employment **(Note 9)**	Full time employed by the Firm	No	5	
	Contracted for the duration of the project by the Firm	No	3	
Sub-total			**5**	
Total			**15**	

Travel Coordinator;

Note 7: Academic Qualifications

Proof of academic qualifications in the form of copies must be attached to the Travel Coordinator's CV. Foreign qualifications must be accompanied by a Certificate from Qualifications Certification Body. The proposed Travel Coordinator shall be in possession of at least a Diploma/ Higher certificate in one of the following fields: Travel Management/ Tourism Management or Tourism Development from any South African University or equivalent qualifications from a recognised Foreign University or Institution or Grade 12 with Tourism as a subject from any South African School. Failure to provide copies shall make the bidder to score zero (0) in this category.

Note 8: Involvement of the Travel Coordinator in relevant and comparable Travel management projects.

A minimum of three projects is required for the involvement of the Travel Manager in similar or comparable projects. Proof of involvement in similar or comparable projects must be contained in the Curriculum Vitae. Failure to provide this shall make the bidder to score zero (0) in this category.

Note 9: Current Employment.

Confirmation of current employment in the Travel Coordinator must be contained in the Curriculum Vitae of the Travel Manager. Failure to provide this shall make the bidder to score zero (0) in this category.

Experience of Firm

It must be noted that the experience of the firm carries a maximum of **30 points.** Approach and Methodology accounts to **10 points**, as indicated in the table below. Proof of experience must be in a form of appointment letters and Reference Letters, if proof of experience is not provided, the bidder shall be allocated zero (0) points on the experience of the firm.

Evaluation Criteria	**Evaluation Criteria**	**Elimination Factor**	**Points obtainable**	**Points Claimed**
Company experience in terms of relevant projects completed **(Note 10)**	Less than 2 Projects	Yes	0	
	3-5 Projects	No	10	
	6 - 8 Projects	No	25	
	9+ Projects	No	30	

Sub-Total	**30**	

Note 10: Company's previous completed projects.

Provide proof of the company's previous completed projects in the form of appointment letters, reference letters or purchase orders. Failure to meet this requirement shall warrant an automatic elimination of tender from any further evaluation.

Note 11: Proof of registration:

Provide Proof of registration of the Firm or company with one of the following tourism professional bodies inter-alia:

- Association of South African Travel Agents (ASATA) or equivalent
- International Air Transport Association (IATA) or equivalent
- African Business Travel Association (ABTA) Affiliation/ Accreditation or equivalent

Evaluation Criteria	**Evaluation Criteria**	**Elimination Factor**	**Points obtainable**	**Points Claimed**
Professional Registration of the firm of company with relevant professional bodies **(Note 12)**	Proof of registration of the Firm or company with one of the following tourism professional bodies inter-alia: • Association of South African Travel Agents (ASATA) or equivalent • International Air Transport Association (IATA) or equivalent • African Business Travel Association (ABTA) Affiliation/ Accreditation or equivalent	Yes	0	
	Proof of registration of the Firm or company with one of the following tourism professional bodies inter-alia: • Association of South African Travel Agents (ASATA) or equivalent • International Air Transport Association (IATA) or equivalent	No	10	

		• African Business Travel Association (ABTA) Affiliation/ Accreditation or equivalent			
Sub-Total				**10**	
TOTAL				**10**	

23. **Technical adjudication and General Criteria**

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.

With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example:

Technical adjudication and General Criteria

Tenders will be adjudicated in terms of inter alia:

- Compliance with Tender conditions
- Technical specifications

If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.

With regard to the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example

- A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must be submitted.
- Pages to be completed, if removed from the Tender document, and would be deemed to have therefore not been submitted;
- If tender document is not fully completed as required and as stipulated in the tender data.
- If any tender document is tempered with or it is unbinded or unbundled.
- Failure to complete the schedule of quantities as required – only lump sums provided.
- Scratching out without initialling next to the amended rates or information.
- Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.
- Failure to attend compulsory site inspections would render the tender non-responsive.

- The Tender has not been properly signed by a party having the authority to do so, according to the **Form F- "Authority of signatory"**.
- A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company.
- Particulars required in respect of the Tender have not been provided, implies non-compliance of Tender requirements and/or specifications.
- The Tenderer's attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract will lead to disqualification.
- Disqualification will ensue if the Tender has been submitted after the relevant closing date and time.
- Failure to complete and sign **Form C1.1: Form of Offer and Acceptance**, automatically disqualifies the tender.
- If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months the tenderer is disqualified.
- If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that tenderer that performance was unsatisfactory leads to automatic disqualification.

Size of enterprise and current workload

Evaluation of the Tenderer's position in terms of:

- Previous and expected current annual turnover
- Current contractual obligations
- Capacity to execute the contract

Staffing profile

Evaluation of the Tenderer's position in terms of:

- Staff available for this contract being Tendered for
- Qualifications and experience of key staff to be utilised on this contract.

Proposed Key Personnel

In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CV's) for the Staff available named and working on full time basis for the Tenderer. The CV should follow the normal Professional Format as used by Professional Service Providers.

Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment

	• Educational qualifications • Professional Registrations • Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest. • Language proficiency and • References (company name, individual name, position held, contact details) Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services. **Previous experience** Provide proof of company's experience in the form of appointment letters and reference letters in similar projects. Failure to attach proof of experience of the firm will warrant zero points. **Financial ability to execute the contract:** Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following: • Professional indemnity • Contact the Tender's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose
24.	**Good standing with SA Revenue Services** ▪ Determine whether a valid tax clearance certificate or tax document with a Pin from SARS has been submitted. ▪ The Tenderer **must affix the latest CSD report stating the status of the Tax Clearance Certificate**
25.	If the Tender does **not** meet the requirements contained in the NEDA Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.
26.	**Penalties** The Nkangala Economic Development Agency will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the CEO, one or more of the following penalties will be imposed: ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.

	▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala Economic Development Agency for a period of 5 years
27.	**Proposals** Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 50 on one side. (Excluding appendices). **THE HEADINGS OF THE PROPOSAL SHOULD FOLLOW THE CRITERIA ON CLAUSE 54.6 OF THE SUPPLY CHAIN MANAGEMENT POLICY ATTACHED TO THIS DOCUMENT.**
	The firm, in his/her proposal, shall state the categories and number of staff and personnel that he considers necessary to perform the services, including the core professional team and support staff. The firm shall provide brief descriptions of the responsibilities and duties envisaged for the professional positions of the supervision team. The firm shall make a clear distinction between resources required, time allocation and costs for the project. The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.
28.	**The additional conditions of Tender are:** 1. Service providers who have scored the highest points for Price and Specific goals in terms of the Preferential Procurement Regulations 2022 will be appointed and the maximum number is limited to **THREE (03).** 2. Nkangala Economic Development Agency may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project. 3. The Nkangala Economic Development Agency reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.