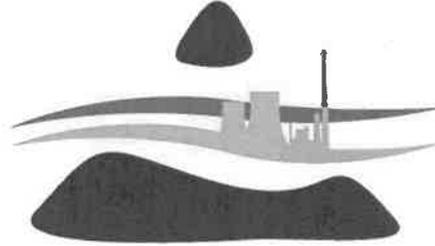


**FEZILE DABI
DISTRICT MUNICIPALITY**



**BID NO: SCM/BID: 003/2023-24
NOTICE NO: 011/2023-24**

**RE-ADVERT: REQUEST OF PROPOSAL FOR TRAVEL
MANAGEMENT SERVICES.**

CLOSING DATE 22 APRIL 2024 @ 12:00PM

PREPARED FOR/BY:

FEZILE DABI DISTRICT MUNICIPALITY
P.O.BOX 10
SASOLBURG
1947

TEL: (016) 970 8600
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT
(016) 970 8600 OR 074 586 1351

BIDDER: _____

BID AMOUNT (VAT INCL.): _____

FEZILE DABI DISTRICT MUNICIPALITY



Fezile Dabi
District Municipality

BID NO. SCM/BID: 003/2023-24
NOTICE NO: 011/2023-24

RE-ADVERT: REQUEST OF PROPOSAL FOR TRAVEL MANAGEMENT SERVICES.

Fezile Dabi District Municipality hereby invites services providers to submit proposal/bid for the below mention project.

Bid Number	Bid Description	Points System	Functionality	Document Price	Closing date	Contact Person
003/2023-24	Re-Advert: Request of proposal for Travel Management Services.	80/20 Preference points system and functionality	Part A: Affiliation:60 Part B: Experience: 30 Part C: Capacity: 10 NB: Companies should obtain at least 70%for further evaluated	R250.00 (cash or direct deposit with a proof of deposit).	Monday 22 April 2024 at 12:00pm Fezile Dabi District Municipality Main Building	Mr K Taje (016) 970 8704/074 586 1351

Requirements: - Copy of the valid company tax clearance certificate/pin be attached. – Certified copy of ID.
- Certified copy of the company registration certificate. – Valid B-BBEE certificate be attached. – Attached form of CSD registration report/support number. – Municipal rates and taxes statement or your landlord stamp or lease agreement with landlord municipality rates and taxes or affidavit with landlord municipality rates and taxes. – All compulsory/supplementary forms contained in the bid documents must be completed and signed, (MBD 4, 6, 8 &9 amongst others).

Please note: - Sealed bids should clearly indicate: SCM bid: 003/2023-24, Request of proposal for travel management services. -Bid document will be obtainable as from Monday, 08 April, 2024 from Supply Chain Management Unit, Fezile Dabi District Municipality offices.-No bids will be accepted from persons in the service of the state. - No telegraphic, telefax and late bids will be accepted.-Municipality is not bound to accept the lowest bid.- Failure to comply with the above mentioned conditions may invalidate your bid.- Bids will remain valid for 90 days. –No Site Briefing. –All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022.

Mr S Thomas
Municipal Manager

8. Terms Of Reference

- The travel management company or companies will be appointed to provide travel management services for a period of three (3) years for Fezile Dabi District Municipality.
- All Fezile Dabi District Municipality's employees and councillors travel economy class for domestic air travel where the flying time is five (5) hours or less. The Municipal manager may approve the purchase of business class tickets for employees with disabilities or special needs where the flying time is five (5) hours or less. Business class for international air travel as per the travel and subsistence policy of Fezile Dabi District Municipality .
- Vehicle Group B or equivalent should be reserved for All FDDM employees including senior managers appointed in terms of section 56 & 57 of the Local government Municipal Systems Act.
- Differently abled employees who are able to drive an automatic vehicle may be allowed to hire a group D (Automatic vehicle).
- Permanently disabled employees will have a permanent arrangement for an automatic vehicle.
- Groups of three or more travelling together are to hire a Group Z vehicle or equivalent.
- Insurance should be included on all vehicle rental transactions
- Personnel from travel Agency should be available on a 24 hour basis, as and when required, so that the enquiries and unexpected changes to travel plan can be facilitated
- A reconciliation of all flights and car rental transactions and costs should be submitted on a monthly basis.
- Proof of the following documentation will be requested:
- Proof of affiliation/accreditation to IATA (certified copy to be provided). Failure of submitting the above- mentioned documentation may invalidate the Bid.
- All items on the price schedule must be priced in South African Rands for 3 successive years (2023-2024, 2024-2025, and 2025-2026). If a particular item will be provided for free, then the company must clearly indicate that.
- All proposal must be filled in on the Request for proposal template provided.

FUNCTIONALITY:

Category		Points
Affiliation/Accreditation	Affiliation/Accreditation Certificate IATA	60
Experience	<p>Previous work done within local Government, Government Departments and Private companies with traceable Contacts.</p> <p>Each letter is equal to 5 points 1=5 points; 2=10 points; 3=15 points 4 =20 points; 5= 25 points; 6= 30points</p>	30
Capacity	<p>Number of Key Personnel 1-2 = 5 points and 3 or more =10 points.</p> <p>Provide company organogram and provide a list of key personnel.</p> <p>Provide Pay slip cover (Do not show figures)</p>	10
	Total	100

Bidders must obtain 70 Points for further evaluation

REQUEST FOR PROPOSALS

Item	Description	Bid Price in RSA Currency (Including Vat) Year 1: 2023-2024	Bid Price in RSA Currency (Excluding Vat) Year 2: 2024-2025	Bid Price in RSA Currency (Excluding Vat) Year 3: 2025-2026	Bid Price in RSA Currency (Including Vat) Year 1: 2023-2024	Bid Price in RSA Currency (Excluding Vat) Year 2: 2024-2025	Bid Price in RSA Currency (Including Vat) Year 1: 2023-2024	Bid Price in RSA Currency (Excluding Vat) Year 2: 2024-2025	Bid Price in RSA Currency (Excluding Vat) Year 3: 2025-2026
	Rendering of a Travel Management Service in respect of Air Travel and Car Hire	Booking fee per person	Booking fee per person						
A	DOMESTIC: AIR TRAVEL	BOOKING FEE PER PERSON	BOOKING FEE PER PERSON	BOOKING FEE PER PERSON	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)
	Domestic Air Ticket								
	Air Ticket- reissue Domestic								
	Refund Admin Fee (excluding airline taxes)								
	Change Booking fee								
	Cancellation fee								
	SMS Notification								
	24 hour emergency call Centre charges (sub charge) including								

	weekends, public holidays and after hours											
B	INTERNATIONAL AIR TRAVEL	BOOKING FEE PER PERSON	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)					
	International Air Ticket											
	Air Ticket- reissue International											
	Refund Admin Fee (excluding airline taxes)											
	Change Booking fee											
	Cancellation fee											
	Travel Insurance											
	SMS Notification											
	24 hour emergency call Centre charges (sub charge) including weekends, public holidays and after hours											
	Transfer Services											
	Visas (per passport)											
	Emergency Visa Fee(Per passport)											
	Visa 2 -4 pax per person											
	Visa 5 plus pax per person											

C	CAR HIRE	BOOKING FEE PER PERSON	BOOKING FEE PER PERSON	BOOKING FEE PER PERSON
	Domestic Car Hire			
	International Car Hire			
	Car Booking including Bill Back Fee			
	- Shuttle Services (Point to Point and / or hotel International			
	Chauffeur Services			
	Rail/Bus Bookings			
	Change Booking Fee			
	Cancellation Fee			

D	INTERNATIONAL ACCOMMODATION	BOOKING FEE PER PERSON	BOOKING FEE PER PERSON	BOOKING FEE PER PERSON	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)
	International Accommodation (including Bed & Breakfast, Dinner)					
	International Accommodation (excluding Breakfast, Dinner)					
	Accommodation Booking Fee including Bill Back					
	Refund Admin Fee					

	Change Booking Fee											
	Cancellation fee											
	BUNDLE FEE - DOMESTIC AIR TRAVEL / CAR HIRE	BOOKING FEE PER PERSON	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)	BOOKING FEE PER GROUP (3 or more people)						
	Bundle Fee (air travel & Car hire)											
	Change Booking Fee											
	Cancellation Fee											
	BUNDLE FEE – INTERNATIONAL ACCOMMODATION/ AIR TRAVEL/CAR HIRE											
	Bundle Fee(International Accommodation, International Air Travel and International Car Hire)											
	Change Booking Fee											
	Cancellation fee											
	Total											