

0. R TAMBO DISTRICT MUNICIPALITY



O.R. TAMBO
DISTRICT MUNICIPALITY

REQUEST FOR PROPOSALS

TRAVEL, ACCOMODATION, CONFERENCING AND CAR HIRE ARRANGEMENTS

The O.R Tambo District Municipality (ORTDM) invites proposals from qualified Service Provider/s to enter into an agreement for **SERVICES IN RESPECT OF TRAVEL, ACCOMODATION, CONFERENCING AND CAR HIRE ARRANGEMENTS.**

The agreement will be for a base period of 1 year from the date of award, with the option of renew at the sole discretion of ORTDM and under the mutual agreement providing the pricing, terms and conditions remain the same for any additional period as agreed upon between ORTDM and the company to whom the contract was awarded. It is ORTDM's intent to make an award as a result of the Request for Proposal (RFP). The provision of these services will for the period 01 September 2011 to 30 August 2012.

The primary criteria in selection, apart from costs will be the degree to which the Service Provider/s can demonstrate appropriate knowledge and expertise as well as the Service Provider/s equity profile of management, ownership and implementation as required in the industry specific charter for this proposal. Preference will be offered to Service Provider/s who complies with the criteria stated in the Request for Proposal Document.

Contact Person: Mr. S. Hopa at 047 – 501 - 7000

Invalid or non-submission of the following documents will render the Tenderer disqualified:

- Original Valid Tax Clearance Certificate
- Certified Copies of originals of company registration Documents
- Certified Copies ID documents of members
- Company Profile with contactable references
- Registration copy with IATA and/or ASATA
- Audited annual financial statements if the bidder is required by law to prepare them

Proposals will be evaluated based on the following criteria:

Functionality	Weight
Relevant Experience in servicing large organisations	45
Capacity to undertake the project	35
Financial Viability/Credit Rating by a reputable institution	20

Note: Bidders who score less than 60% on functionality will not be considered further for price.

O. R. Tambo District Municipality's Supply Chain Management Policy and the Preferential Procurement Policy Framework Act (PPPFA) principles will apply whereby a bidder's submission will be evaluated according to the sum of the awards points in respect of the bid value and the status of the enterprise.

Bids will be evaluated on the 90/10 basis and points will be allocated as follows:

90 points for price, and 10 points for equity. Equity points will be distributed as follows: HDI = 3, Women = 1, Youth = 2, disability = 1, located in EC = 1, located in ORTDM = 2

All tenders and supporting documents must be placed in a sealed envelope clearly marked "**ORTDM SCMU 05-11/12 TRAVEL, ACCOMODATION, CONFERENCING AND CAR HIRE ARRANGEMENTS**" and deposited in the tender box at:

Tender Box
O.R.Tambo District Municipality
Private Bag X 6043
Mthatha
5099
Or delivered to Tender Box:
O.R.Tambo House
Nelson Mandela Drive
Mthatha

Before 12 August 2011, 12H00

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

NB: The Municipality reserves the right not to appoint and is not compelled to take the lowest and can withdraw the tender at any time.

Acting Municipal Manager

A. M. M. Ncube