MBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	39/2026/2027	CLOSING DATE:	08 DECEMBER 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A PANEL/POOL OF TRAVEL MANAGEMENT AGENCIES TO PROVIDE TRAVEL MANAGEMENT SERVICES TO THULAMELA LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS				
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*

OLD AGRIVEN BUILDING
THOHOYANDOU
0950

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	FINANCE	CONTACT PERSON	MR MUFAMADI AC
CONTACT PERSON	MUDZILI TP	TELEPHONE NUMBER	015 962 7614
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	
FACSIMILE NUMBER	015 962 7718	E-MAIL ADDRESS	mufamadiac@thulamela.gov.za
E-MAIL ADDRESS	mudzilitp@thulamela.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**		
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

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.

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: .....

INVITATION TO PARTICIPATE IN ENVIRONMENTAL AUTHORIZATION APPLICATION FOR PROPOSED ORCHARD PLANTATION ON PORTION OF THE REMAINING EXTENT OF THE FARM 440 MT, TSHIVALONI VILLAGE, MUSINA LOCAL MUNICIPALITY IN LIMPOPO PROVINCE I LEDET REF: TBA

Description of Project

Situated approximately 6 Km South West of Masisi and 83 Km South East of Musina with 21-digit Surveyor General Code of **T0MT00000000004400000.**

Notice is hereby given in terms of EIA Regulations (as amended, April 2017) published under Government Notice No. 982, published under the National Environmental Management Act (Act 107 of 1998, as amended) for the following proposed activities:

The project triggers the following listed activities in EIA Regulations (as amended) (GNR 327-Activity 27 and GNR 324-Activity 12 which therefore necessitate the undertaking of the Basic Assessment Process. Enviro1st Consulting (Pty) Ltd has been appointed to undertake the Basic Assessment Process required for NDOU GENERAL TRADING (PTY) LTD to obtain environmental authorisation.

Description of Activities:

GNR: 327, 7 April 2014	**Activity 27:** The clearance of an area of 1 hectare or more, but less than 20 hectares of indigenous vegetation, except where such clearance of indigenous vegetation is required for – i) The undertaking of a linear activity ii) Maintenance purposes undertaken in accordance with a maintenance management plan.
GNR: 324, 7 April 2014	**Activity 12 (e):** The clearance of an area of 300 square metres or more of indigenous vegetation except where such clearance of indigenous vegetation is required for maintenance purposes undertaken in accordance with a maintenance management plan (ii) Critical biodiversity areas as identified in the systematic biodiversity plans adopted by the competent authority or in bioregional plans

Invitation to Register and Participate

As part of the process, the public must be notified of the application and allowed to raise concerns. Interested and/or affected parties (I&APs) who wish to participate in the project, or who would like to obtain more information and/or have comments on the said proposed project, please get in touch with the Environmental Assessment Practitioner (EAP) at the Details Below by **NO LATER THAN** 07 December 2026. Notification Period started on 30 October 2026. Therefore, the Draft Basic Assessment Report will be available at Musina Public Library (21 Irwin Street, Musina, 0900) and Masisi Library, Madangani Village, from 06 November 2026 to 07 December 2026 or through request

Company : Enviro1st Consulting (Pty) Ltd
Contact Person : Mr Tsedzuluso Mundalamo
Tel : 072 362 6124
Email : eap@enviro1st.co.za

ENVIRO1ST

THULAMELA MUNICIPALITY

Civic Centre,
Old Agriven Bulding,
Private Bag X5066
Thohoyandou, 0950
Limpopo Province
Tel: (015) 962 7500
Fax: (015) 962 4020
(015) 962 5328

INVITATION TO BID

Thulamela Municipality invites prospective service providers for provision of the following service:

Bid Number	Project Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
20/2026/2027	Supply and delivery of security guard uniforms	R4.00 per page or can alternatively be downloaded from Thulamela website **(www. thulamela.gov.za)** for free.	Mr Nemaheni T.A. (015 962 7646) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) as from **6 November 2026 to 24 November 2026 at a non-refundable bid price of R4.00 per page**. or can alternatively be downloaded from Thulamela website **(www.thulamela.gov.za)** for free. The bidders should also download SCM forms that are found in the Documents **SCM-FORMS folder** on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids' closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- **Tax Compliance Status Letter or Tax Compliance Pin Number.**
- **Company registration documents (e.g., CK).**
- **Proof of registration on CSD.**
- **Bidders must submit proof that municipal rates and taxes for both the company and its director(s) are not in arrears for more than three (3) months, and such proof must not be older than three (3) months from the closing date of advertisement. Where the business operates from leased premises, a valid lease agreement must be attached. Where a director does not own property or is renting, a valid lease agreement must also be provided. If the bidder resides or operates in an area where municipal services are not billed, an official signed and stamped letter from the relevant local municipality, not older than three (3) months from the closing date of advertisement, must be submitted confirming that the area is not subject to municipal billing and that the bidder is formally exempted from municipal service charges.**

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of **80/20 preferential points system**

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3
4. Disability (Medical certificate will be used to verify the disability status of the bidder).	2

Sealed bid documents must be submitted in envelopes clearly indicating ***"BID NUMBER AND DESCRIPTION"*** on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to **Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou,** by no later than **11h00 on, 24 November 2026**

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

NB: Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified.

SIGIDI KTM
MUNICIPAL MANAGER

Ad designed by Zout News NPC

THULAMELA MUNICIPALITY

Civic Centre,
Old Agriven Bulding,
Private Bag X5066
Thohoyandou, 0950
Limpopo Province
Tel: (015) 962 7500
Fax: (015) 962 4020
(015) 962 5328

INVITATION TO BID

Thulamela Local Municipality is inviting capable service providers for the Appointment of a panel/pool of travel management agencies to provide travel management services to Thulamela local municipality for a period of three (3) years.

Bid Number	Project Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
39/2026/2027	Appointment of a panel/ pool of travel management agencies to provide travel management services to Thulamela local municipality for a period of three (3) years	R4.00 per page or can alternatively be downloaded from Thulamela website **(www.thulamela.gov.za)** for free.	Mr Mufamadi AC (015) 962 7614 Mr TP Mudzili (015) 962 7629	80/20 preference points system and functionality

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) as from **06 November 2026 to 08 December 2026** at a non-refundable bid price of R4.00 per page. or can alternatively be downloaded from Thulamela website **(www.thulamela.gov.za)** for free. The bidders should also download SCM forms that are found in the Documents SCM-FORMS folder on the website and complete as part of the Bid documents.

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Interested Contractors and/or service providers will be expected to submit the Bid documents with the following compulsory requirements.

- **Tax Compliance Status Letter or Tax Compliance Pin Number.**
- **Company registration documents (e.g., CK).**
- **Company profile.**
- **Proof of registration on CSD**
- **Certified and valid copy of Proof of registration with Association of South African Travel Agents (ASATA)**
- **Bidders must submit proof that municipal rates and taxes for both the company and its director(s) are not in arrears for more than three (3) months, and such proof must not be older than three (3) months from the closing date of advertisement. Where the business operates from leased premises, a valid lease agreement must be attached. Where a director does not own property or is renting, a valid lease agreement must also be provided. If the bidder resides or operates in an area where municipal services are not billed, an official signed and stamped letter from the relevant local municipality, not older than three (3) months from the closing date of advertisement, must be submitted confirming that the area is not subject to municipal billing and that the bidder is formally exempted from municipal service charges.**
- **Copy of partnership or JV agreement (If tenderer is a partnership or JV) Signed by both parties**
- **List of travel Management (agency) services projects by the service provider in the past 10 years with clients contact details, description and contract values (attach signed appointment letters and reference letters).**
- **All records of any additional information posted should be submitted as compulsory requirements and it is the responsibility of the bidders to check with the respective personnel in the enquiries (contact details as provided above) if there are any additional information before submission of the tender documents.**

Tenderers should note the following: Functionality will be scored out of **100%** and the minimum threshold to qualify is **70%.** Tenderers who fail to meet the minimum threshold will not be considered for further evaluation.

Functionality Score Table:

EVALUATION CRITERIA	POINTS ALLOCATED
Company Experience	30
Company ASATA registration	40
Bank rating	30
TOTAL	100%

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of **80/20 preferential points system and functionality.**

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
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All bidders who meet the qualification requirements stipulated in the tender document will be appointed to the panel. Appointed service providers will beranked in descending order according to the total points scored, and work will be allocated on a rotational basis, commencing with the highest-ranked service provider. If there are more that two service providers with the same points, a fair random selection method of drawing the lots will be used to determine the allocation of work. This will be done transparently and recorded in the minutes.

The rates applicable throughout the three-year contract period shall comply with the relevant National Treasury cost-containment requirements and prescribed maximum tariffs, where applicable, including any revisions that take effect during the contract period.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

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Mr. SIGIDI KTM
MUNICIPAL MANAGER

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THULAMELA LOCAL MUNICIPALITY

INVITATION TO BID

Thulamela Local Municipality is inviting capable service providers for the Appointment of a panel/pool of travel management agencies to provide travel management services to Thulamela local municipality for a period of three (3) years.

Bid number	Project Description	Contact Persons	Non-refundable Bid price	Evaluation Criteria
39/2026/2027	Appointment of a panel/pool of travel management agencies to provide travel management services to Thulamela local municipality for a period of three (3) years	Mr Mufamadi AC (015) 962 7614 Mr TP Mudzili (015) 962 7629	R4.00 per page or can be downloaded from Thulamela website (**www.thulamela.gov.za**) for free	80/20 Preference points system and functionality

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the respective personnel in the enquiries (contact details as provided above) if there are any additional information before submission of the tender documents.

Tenderers should note the following: Functionality will be scored out of **100%** and the minimum threshold to qualify is **70%**. Tenderers who fail to meet the minimum threshold will not be considered for further evaluation.

Functionality Score Table:

Evaluation Criteria	**Points Allocated**
Company Experience	**30**
Company ASATA registration	**40**
Bank rating	**30**
TOTAL	**100**

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of **80/20 preferential points system and functionality.**

Specific Goals Categories (CSD will be used for verification)	**Number of Points (80/20 system) 20 Points breakdown**
1. 100% Black ownership	**10**
2. 100% Women ownership	**5**
3. Youth	**3**
4. Disability (Medical certificate will be used to verify the disability status of the bidder).	**2**

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All bidders who meet the qualification requirements stipulated in the tender document will be appointed to the panel. Appointed service providers will be

ranked in descending order according to the total points scored, and work will be allocated on a rotational basis, commencing with the highest-ranked service provider. If there are more that two service providers with the same points, a fair random selection method of drawing the lots will be used to determine the allocation of work. This will be done transparently and recorded in the minutes.

The rates applicable throughout the three-year contract period shall comply with the relevant National Treasury cost-containment requirements and prescribed maximum tariffs, where applicable, including any revisions that take effect during the contract period.

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Sigidi

Mr. SIGIDI KTM
MUNICIPAL MANAGER

29/10/2026

DATE

THULAMELA LOCAL MUNICIPALITY

PROVISION OF TRAVEL MANAGEMENT (AGENCY) SERVICES FOR THULAMELA MUNICIPALITY FOR 3 (THREE) YEARS

TERMS OF REFERENCE

1. PURPOSE

The purpose of this bid is to appoint a professional Travel Management Company (TMC) to provide a comprehensive, efficient, and cost-effective travel management service for Thulamela Local Municipality.

The appointed service provider shall be responsible for managing all official travel arrangements for:

- Municipal officials
- Councillors
- Approved non-officials travelling on municipal business

The service shall include, but not be limited to:

- Air travel bookings
- Accommodation reservations
- Conference Facilities
- Car and bus hire arrangements
- Travel insurance facilitation
- Emergency travel support
- Reporting and cost analysis

The objective is to ensure that all travel arrangements are:

- Economical
- Efficient
- Compliant with municipal policies
- Supportive of service delivery objectives

2. BACKGROUND

Thulamela Local Municipality regularly undertakes official travel for meetings, conferences, training, site visits, and intergovernmental engagements. In order to ensure standardisation, cost control, and compliance, the Municipality requires a dedicated Travel Management Company to administer and manage all official travel arrangements.

The Municipality therefore intends to appoint a suitably qualified and experienced Travel Management Company through a competitive bidding process, subject to the following conditions:

a) Official Travel Only

All travel and accommodation arrangements shall be:

- Strictly for official municipal business
- Undertaken in the interest of Thulamela Local Municipality
- Subject to prior written approval by authorised municipal officials

No bookings shall be processed without:

- An approved travel request
- Proper authorisation in line with municipal delegation of authority

b) Group Bookings and Alternative Arrangements

In cases of group travel bookings, the Municipality reserves the right to:

- Exercise alternative travel options
- Utilise existing contracts with service providers such as:
    - Charter flight operators
    - Bus and road transport companies
    - Government or negotiated service providers

The appointed Travel Management Company shall:

- Support and coordinate such arrangements
- Negotiate preferential rates and bulk discounts
- Provide comparative quotations to demonstrate cost savings
- Ensure optimal scheduling and logistical efficiency

c) Cost Effectiveness and Value for Money

The Travel Management Company shall ensure that:

- The most cost-effective and practical travel options are utilised at all times

- Economy class travel is prioritised unless otherwise approved
- Advance bookings are encouraged to secure lower fares
- Preferred supplier agreements are utilised

The service provider shall further be required to:

- Produce monthly and quarterly management reports
- Analyse travel trends and expenditure patterns
- Demonstrate measurable cost reductions and efficiencies
- Provide strategic recommendations to reduce travel costs

Reports must include, but not be limited to:

- Travel spend analysis
- Route and supplier performance
- Savings achieved
- Compliance with municipal policies (eg cost containment)

3. SCOPE OF WORK AND DELIVERABLES

The appointed Travel Management Company (TMC) shall provide a comprehensive, end-to-end travel management service to Thulamela Local Municipality. The service provider shall be responsible for planning, booking, amending, managing, and reporting on all official travel requirements in a professional, cost-effective, and compliant manner.

3.1 Accommodation Services

The service provider shall be responsible for:

a) **Planning and Booking**

- Planning, arranging, confirming, amending, and cancelling domestic and/or international accommodation bookings.
- Accommodation may include, but is not limited to:
    - Hotel groups
    - Private hotels
    - Guesthouses
    - Boarding houses
    - Lodges and other approved establishments
- All bookings shall be processed through a bill-back system approved by the Municipality.

b) **Payments and Account Management**

- Managing accommodation payments on behalf of the Municipality in accordance with approved credit facilities and billing arrangements.
- Ensuring accurate invoicing and reconciliation of accommodation costs.

c) **Negotiation of Preferential Rates**

- Negotiating discounted corporate rates with:
    - Hotel chains
    - Independent hotels
    - Guesthouses and lodges
- Securing preferential tariffs, seasonal discounts, and value-added benefits where possible.
- Providing comparative rate schedules to demonstrate cost savings.

3.2 Air Travel Services

The service provider shall be responsible for:

a) **Planning and Booking**

- Planning, arranging, booking, amending, and cancelling all domestic and international air travel.
- Processing payments through the service provider's credit card facility or approved billing system.

b) **Fare Management and Compliance**

- Securing the most cost-effective fares in line with municipal policies (eg cost containment).
- Ensuring compliance with class-of-travel approvals.

c) **Negotiation of Discounts and Incentives**

- Negotiating discounted airfares with:
    - Domestic airlines
    - International carriers
- Negotiating travel rand rewards, credits, or loyalty benefits based on accumulated spend.
- Providing periodic reports on savings achieved through negotiated agreements.

3.3 Vehicle Rental Services

The service provider shall:

a) **Booking and Amendments**

- Plan, arrange, confirm, amend, and cancel vehicle rental bookings.
- Ensure vehicles are suitable for official travel requirements.

b) **Negotiation of Preferential Tariffs**

- Negotiate discounted rates with all major and independent car rental companies.
- Secure corporate rates and long-term rental discounts.

c) **Insurance and Risk Management**

- Ensure all rental vehicles are:
    - Fully insured
    - Provided with zero deposit requirements
    - Offered with no excess or reduced excess payable by municipal officials
- Provide confirmation of insurance cover for every booking.

3.4 Shuttle and Chauffeur Services

The service provider shall:

a) **Planning and Coordination**

- Plan, arrange, book, amend, and cancel shuttle and chauffeur services.
- Coordinate transfers including:
    - Airport transfers
    - Hotel transfers
    - Conference and event transport

b) **Supplier Management**

- Engage with contracted and approved shuttle service providers.
- Negotiate discounted rates and corporate packages.
- Ensure suppliers comply with road safety and insurance requirements.

3.5 Conference and Event Fees

The service provider shall:

a) **Event Management Support**

- Plan, arrange, book, amend, and cancel:
    - Conference registrations

- Seminar fees
- Training workshops
- Professional development events

b) **Negotiation of Discounts**

- Negotiate reduced registration fees with event hosts and organisers.
- Liaise with Thulamela Local Municipality to secure group discounts and early-bird rates.
- Provide confirmation of bookings and invoices.

3.6 Bus Fares and Shuttle Services (Individual Travel)

The service provider shall:

a) **Planning and Booking**

- Plan, arrange, book, amend, and cancel bus tickets and shuttle services for officials travelling individually.
- Utilise reputable local and intercity bus operators.

b) **Negotiation of Discounts**

- Negotiate preferential tariffs with:
  - Local bus operators
  - Intercity bus services
- Secure corporate discounts for frequent travel routes.

3.7 Bus and Combi Bookings (Group Travel)

The service provider shall:

a) **Group Travel Coordination**

- Plan, arrange, book, amend, and cancel:
  - Buses
  - Combis
  - Minibuses

  for group travel requirements.

b) **Negotiation of Group Discounts**

- Negotiate bulk and group travel discounts with service providers.
- Ensure vehicles comply with:
  - Road safety standards
  - Passenger insurance requirements

- Valid operating licences

3.8 Additional Services

The service provider shall also provide:

- Emergency travel assistance (24/7 support)
- Visa facilitation (where required)
- Travel insurance facilitation
- Lost ticket replacement
- After-hours booking support
- Crisis management and contingency planning
- Any other travel-related services reasonably required by the Municipality

DELIVERABLES

The appointed service provider shall submit:

- Monthly travel expenditure reports
- Quarterly cost-saving analysis
- Supplier performance reports
- SLA compliance reports
- Ad hoc management reports as requested

4. GENERAL REQUIREMENTS

The appointed Travel Management Company (TMC) shall comply with the following general requirements throughout the contract period:

a) Management Reports

- The service provider shall submit detailed monthly management reports on all travel-related expenditure.
- Reports must be submitted no later than the 5th working day of the following month.
- Reports shall include, but not be limited to:
  - Breakdown of expenses per service category:
    - Accommodation
    - Air travel
    - Car rental
    - Shuttle services

        - Bus travel
        - Conferences and workshops
    - Savings achieved through negotiated discounts
    - Comparison between standard tariffs and negotiated rates
    - Trends and recommendations for cost optimisation

b) Tariff and Discount Adjustments

- The service provider shall:
    - Provide written notification (email acceptable) of any imminent tariff increases or adjustments, particularly for air travel.
    - Continuously engage in negotiations with suppliers to secure:
        - Lower tariffs
        - Higher discount percentages
        - Corporate preferential rates
- All quotations:
    - Must be inclusive of VAT
    - Must be quoted in South African Rand (ZAR)

c) Delivery of Travel Documentation

- The service provider shall ensure the timely delivery of all travel documentation, including but not limited to:
    - Air tickets
    - Accommodation vouchers
    - Visa documentation
    - Car rental vouchers
- Documentation shall be delivered to:
    - The relevant municipal official, or
    - A nominated representative, or
    - Electronically (email), or
    - As mutually agreed between the parties

d) Collection of Travel Documentation

- Due to financial and security implications:
    - Collection of documentation at:

- Airports
- Passenger service counters
- Car rental companies

  shall only be allowed in exceptional circumstances.

- Such arrangements must:
  - Be mutually agreed between the service provider and the requesting official(s)/councillor(s)
  - Be supported by written confirmation
- All vouchers and tickets must:
  - Be sent electronically to officials via email
  - Be properly recorded for audit purposes

e) Financial Capacity (30-Day Account Facility)

- Bidders must demonstrate the ability to:
  - Carry a 30-day account
  - With a minimum estimated exposure of R3 million
- This facility must cover:
  - Accommodation
  - Flights
  - Car rental
  - Shuttle services
  - Bus travel
  - Conference and workshop venues
- Proof of financial capacity may be requested, including:
  - Bank confirmation letters
  - Credit facility confirmations

f) Availability and Support

- The service provider must:
  - Provide 24-hour service availability
  - Seven (7) days a week
  - Including public holidays
- This shall include:
  - Emergency travel support

- After-hours bookings
- Dedicated account manager or helpdesk

5. AMENDMENTS TO AIR TRAVEL ARRANGEMENTS

In the event of changes to confirmed travel arrangements, the following procedures shall apply:

- The municipal official(s)/councillor(s) who made the original booking shall:
  - Liaise directly with the service provider
  - Complete an amendment or cancellation memo
  - Obtain necessary internal approvals

(a) Cancellation of Travel

- Upon cancellation:
  - The official(s)/Councillor(s) shall return:
    - Air tickets
    - Travel vouchers

    to the service provider.
- The service provider shall:
  - Process the cancellation with the airline or service provider
  - Issue a credit note to the Municipality where payment has already been made
  - Invoice the Municipality for:
    - Applicable cancellation fees
    - Penalties charged by suppliers (if any)
- All cancellation transactions must:
  - Be clearly reflected in monthly management reports
  - Include supporting documentation

(b) Amendment to Travel Arrangements

- The official(s)/councillor(s) shall:
  - Notify the service provider timeously of required changes
  - Submit an amendment memo with proper authorisation
- The service provider shall:
  - Process the amendments

- Provide revised itineraries and cost implications
- Ensure minimal financial impact to the Municipality

- Any amendment fees:
  - Must be clearly disclosed
  - Included in monthly reporting

6. COST CONTAINMENT MEASURES

In order to promote prudent financial management, transparency, and value for money, the appointed Travel Management Company (TMC) shall strictly adhere to the following cost containment measures throughout the contract period:

a) Compliance with National Treasury Prescribed Rates

- The appointed service provider shall:
  - Comply with all Cost Containment Measures issued by:
    - National Treasury
    - Provincial Treasury
    - Any other competent authority from time to time.
- These rates shall apply to:
  - Accommodation
  - Air travel
  - Vehicle rental
  - Shuttle services
  - Conferences and related services
- The service provider shall:
  - Apply the maximum allowable Treasury rates or
  - Utilise lower negotiated rates where available.
- Any deviation from Treasury rates:
  - Must receive prior written approval from the Accounting Officer or delegated authority.
  - Must be supported by a written motivation.

b) Invoicing and Mark-Up Control

- The successful bidder shall:
  - Furnish original supplier invoices as proof of cost for every transaction.

- Clearly indicate:
  - Base supplier cost
  - Discount obtained
  - Final billed amount

- The service provider shall:
  - Apply only the approved management fee percentage as quoted in the Pricing Schedule.
  - Not charge:
    - Additional administration fees
    - Hidden costs
    - Unapproved commissions

- All invoices must:
  - Be fully itemised
  - Reflect:
    - Supplier cost
    - Management fee
    - VAT separately
  - Be supported by:
    - Booking confirmations
    - Approval documentation

7. EVALUATION CRITERIA

All bids will be evaluated in accordance with:

- Preferential Procurement Policy Framework Act (PPPFA)
- Preferential Procurement Regulations, 2022
- National Treasury SCM Guidelines
- Thulamela Local Municipality Supply Chain Management Policy

The evaluation process shall be conducted in three (3) sequential stages:

STAGE 1: ADMINISTRATIVE COMPLIANCE

Bidders must submit all compulsory documents. Failure to comply will result in disqualification.

STAGE 2: FUNCTIONALITY EVALUATION (100 POINTS)

Minimum qualifying score: 70 out of 100

STAGE 3: PRICE & PREFERENCE POINTS (80/20 SYSTEM)

Only bidders who pass functionality will proceed to this stage.

FUNCTIONALITY EVALUATION MATRIX

Item	Evaluation Criteria	Evidence Required	Scoring Guide	Max Points
1	Company Experience	Signed appointment letters and reference letters for contracts executed within the past 10 years	2 x 3-year term contracts = 30 pts 2 x 2-year term contracts = 20 pts 2 x 1-year term contracts = 10 pts No evidence = 0 pts	30
2	Company ASATA Registration	Certified and valid copy of ASATA certificate (proof of registration)	Certified and Valid registration certificate = 40 pts No registration, invalid or uncertified copy = 0 pts	40

3	Bank Rating	Bank rating / confirmation letter from registered financial institution	Rating A = 30 pts Rating B = 20 pts Rating C = 10 pts No rating = 0 pts	30
TOTAL FUNCTIONALITY SCORE:				**100**

NB: Bidders scoring below 70 points shall be disqualified.

PRICING SCHEDULE

Bidders are required to indicate their fixed management fee percentage applicable to all transactions for the duration of the contract period. The percentage must be inclusive of all costs, administration, profit, and applicable statutory charges.

Item No.	Description	Percentage (%)
1	Fixed management fee percentage applicable to all travel transactions (air tickets, accommodation bookings, car hire, and related services) ie all transactions for the full contract period.	_____ %

NB: The quoted percentage shall remain fixed for the entire contract period. No escalation will be permitted unless approved in writing by the Accounting Officer. Failure to complete this schedule may result in disqualification.

The following is a statement of similar work carried out by the company/ies in the last ten (10) years:

Employer, Contact person and telephone number	Description of contract	Value of work inclusive of VAT (Rand) if applicable	Date Completed