



TENDER

CONTRACT NO. & DESCRIPTION OF CONTRACT	COMPULSORY BRIEFING SESSION VENUE
CE:509 PANEL OF THREE SERVICE PROVIDERS FOR PROCUREMENT OF TRAVEL MANAGEMENT SERVICES TO COORDINATE AND MANAGE ALL AIR TRAVEL, ACCOMMODATION, CAR RENTAL, HIRING OF VENUES FOR CONFERENCES / MEETINGS AND WORKSHOPS OVER A PERIOD OF THREE YEARS.	Friday 15th September 2023 @10am SUPPLY CHAIN MANAGEMENT UNIT TENDER BOARDROOM 80 PHILLIP FRAME ROAD CHISELHURST EAST LONDON.
CIDB GRADING	N/A
Evaluation Criteria: 80/20 Price = 80 BBEE Points =10 Specific Goals = 10 Submit a B-BBEE Certificate (to claim preferential points)	
All Technical Enquiries: Ms Kholiswa Somahela Email:Kholiswas@buffalocity.gov.za All Procedural Enquiries: RutaniaL@buffalocity.gov.za	

Additional objective criteria as per section 2(1)(f) of the PPPFA, will apply, as indicated in the tender document and which may include, but is not limited to:

- Poor Track Record of the preferred bidder
- Unrealistic Price offering which is not market related
- Unrealistic own conditions set by the bidder

REQUIRED DOCUMENTS

Potential bidders are urged to submit the following attachments when submitting Bid Documents, failure to do so will lead to disqualification.

- Current tax clearance certificate (original) or the sars pin code must be supplied with the tender
- Certified municipal debt clearance certificate/business premises lease agreement
- Proof of CIDB registration where applicable
- Certified joint venture agreement where applicable
- Original/certified BBEE certificate or sworn affidavit
- A trust, consortium or joint venture must obtain and submit a consolidated BBEE status level verification certificate with their tenders
- Prescribed MBD'S and compulsory documents and must be completed and signed
- CSD registration supplier number
- Prices must be inclusive of VAT (VAT vendors)

N.B. AS PER THE NATIONAL TREASURY REGULATIONS, PROSPECTIVE BIDDERS MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE PRIOR SUBMITTING THEIR BID PROPOSAL.

Bid documents, even if couriered, that arrive late, are incomplete, or unsigned will not be accepted.

OBTAINING OF TENDER DOCUMENTS:

Tender documents for each tender may be obtained from the Reception, Supply Chain Management Unit, 80 Phillip Frame Road, Chiselhurst (P.O. Box 626), and East London on payment of **R300.00**

SUBMISSION OF TENDERS:

Tenders must be submitted before **11:00, 03rd October 2023**

Tenders may be submitted by hand. Faxed, e-mailed, unsigned or incomplete tenders will not be accepted.

By hand : One original tender document and all supporting documentation bound together with a USB Flash Drive sealed tenders endorsed in the envelope and an electronic copy saved in a USB with the Bidder's name and address and

the contract number must be deposited in the Formal Tender Box, Supply Chain Management Unit, 80 Phillip Frame Road, Chiselhurst, East London.

Payments must be made by cash or bank deposit payable to the Buffalo City, Bank **BCMM Account details (EFT)**

Account Holder: Buffalo City Metropolitan Municipality, Bank: Standard Bank Account Number:081166702, Branch: East London 050021/ 051001

Alternatively

Bidders can make payments for tenders at respective BCMM Paypoints before collection of documents at SCM, Prior payments bidders are to collect tender stubby at SCM for payment purposes

OPENING OF TENDERS

Tenders will be opened in public at **11:00**; on the 03 October 2023, at Supply Chain Management Unit, no. 80 Phillip Frame Road, Chiselhurst.- **Tender Boardroom, Ground Floor**

Standard tender conditions will apply. Council reserves the right not to accept the only or lowest or any tender at all, or to accept the whole or part of any tender. The invitation and award of bidders is subject to the Council's Procurement Policy on tenders. The Council gives preference to previously disadvantaged contractors as set out in the procurement formula in the tender documents. Suppliers can only claim preferential points against a recognised B-BBEE status level of contribution and Specific Goals. Canvassing of councillors or municipal officials shall disqualify a tender.

The Council reserves the right to extend the tender period by a notice in the press.

All contracts will be subjected to risk assessment, including presentation or interviews with service providers. Council also reserves the right to consider the electronic copy of the tender document (USB) submitted by suppliers should any discrepancy arise during the evaluation process.

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