



## **REQUEST FOR BID:**

### **SUPPLIERS TO PROVIDE TRAVEL AGENCY SERVICES TO THE HWSETA FOR THE PERIOD OF THREE YEARS**

**Contract Number:** HWSETA002/2021

**Closing Date:** 06 November 2020

**Closing Time:** 11h00

**Presentation**

**Briefing session** There is no compulsory briefing session. Kindly contact the procurement office on [ntombizodwam@hwseta.org.za](mailto:ntombizodwam@hwseta.org.za) by not later than the 16 October 2020 for submission of queries and clarity seeking questions relating to this Tender. All queries received together with response for each query will be consolidated into one document and uploaded on the HWSETA website by the 23 October 2020.

## DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

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ABBREVIATIONS	MEANING
GCC	General conditions of contract
IATA	International Air Transport Association
SANAS	South African National Accreditation System
IRBA	The Independent Regulatory Board of Auditors
CIPC	Companies and Intellectual Property Commission
(IP)	Intellectual Property
CIPRO	Companies and Intellectual property Registration office
EME	Exempted Micro Enterprises
CSD	Central Supplier Database
DTI	Department of Trade and Industry
BBBEE	Broad Based Black Economic Empowerment
RSA	Republic of South Africa
SARS	South African Revenue Services
TSC	Tax Status Compliance

## INVITATION TO BID

### YOU ARE HEREBY INVITED TO BID FOR TRAVEL AGENCY SERVICES TO HWSETA FOR THE PERIOD OF THREE YEARS

BID NUMBER:  
HWSETA002/2021  
TRAVEL AGENCY

CLOSING TIME 11:00

DESCRIPTION Call for supplier to provide travel agency services to HWSETA for a period of three years

VALIDITY Offer valid for 90 days from the closing date of the bid.

The successful bidder will be required to fill in and sign a written Contract

#### BID DOCUMENTS MAY BE:

Either be posted to OR placed in the tender box OR couriered to the below address on or before the closing date and time

HWSETA Head Office, 17 Bradford Road, Bedfordview, 2007, Johannesburg

Bid documents will only be considered if received by HWSETA before the closing date and time, regardless of the method used to send or deliver such documents to the HWSETA

***No faxed or e-mailed bids will be accepted***

**Bidders should ensure that bids are delivered before the closing date and time to the correct address. If the bid is late, it will not be accepted for consideration and where practicable, be returned unopened to the bidder(s).**

☐ Bids can be delivered between 08:30 and 16:30, Mondays to Fridays, prior to the closing date, and between 08:30 and 11:00 on the closing date.

☐ All bids must be submitted on the official forms (not to be re-typed).

All bids must be sealed

☐ This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

☐ Bids submitted that do not comply with the following may not be considered for evaluation:

- A bid that is not in the format prescribed.
- A bid that is not sealed
- A bid without some or all of the required documents.
- Pricing schedules not in the required format.
- Bids without the required number of copies.

- ☐ A presentation by shortlisted bidders will be held– 17 Bradford Rd, Bedfordview.
- ☐ Any queries regarding bidding procedures and technical information may be directed to:

Name: Ntombizodwa Motloun

e-Mail [ntombizodwam@hwseta.org.za](mailto:ntombizodwam@hwseta.org.za)

**All bidders must furnish the following particulars and include it in their submission  
(Failure to do so may result in your bid being disqualified)**

Name of bidder: .....

Entity name .....

VAT registration number .....

Tax Clearance Certificate No and expiry date: .....

Postal address: .....

Street address: .....

Telephone number: Code ..... Number .....

Cellular number: .....

Facsimile number: Code ..... Number .....

e-Mail address: .....

**In case of a consortium/joint venture, full details on consortium/joint venture members:**

Entity name .....	VAT registration number .....	Tax Clearance Certificate No. and expiry date: .....
Entity name .....	VAT registration number .....	Tax Clearance Certificate No and expiry date: .....
Entity name .....	VAT registration number .....	Tax Clearance Certificate No and expiry date: .....

**Name of contracting entity in case of a consortium/joint venture**

Entity name: .....

Postal address: .....

.....  
Street address: .....

**Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid**

Name and Surname .....

Telephone number: Code ..... Number .....

Cellular number: .....

Facsimile number: Code ..... Number .....

e-Mail address: .....

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**Domicilium**

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HWSETA chooses the following as its domicilia citandi et executandi for all purposes of and in connection with the final contract:

HWSETA Head office, 17 Bradford Road, Bedfordview, Johannesburg.

The bidder must indicate its domicilia citandi et executandi for all purposes of and in connection with the final contract.

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**Confirmation**

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Are you the accredited representative in South Africa for the services offered by you (please provide relevant accreditation proof): IATA Licence/Certificate YES / NO

Where a bidding company is using a 3<sup>rd</sup> party IATA licence, proof of the agreement must be attached and a copy of the certificate to that effect at closing date

**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)**

The certificate must be issued by one of the following bodies:

A Verification Agency accredited by the South African National Accreditation System (SANAS)  
Registered Auditors approved by IRBA (until the expiration of the period prescribed by the DTI)  
Sworn affidavit signed by the EME representative and attested by a Commissioner of Oaths

A bidder failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but –  
May only score 80 for price, and scores 0 points out of 20 for B-BBEE.

BBBEE Status Level verification certificate ☐ Yes ☐ No

BBBEE Status Level sworn Affidavit : ☐ Yes ☐ No

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 THE QUESTIONNAIRE BELOW)

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES ☐ NO ☐

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES ☐ NO ☐

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES ☐ NO ☐

DOES THE ENTITY HAVE A SOURCE OF INCOME IN THE RSA? YES ☐ NO ☐

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 THE TAX COMPLIANCE REQUIREMENTS**

**TAX COMPLIANCE REQUIREMENTS**

Bidders must ensure compliance with their Tax obligations

Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to verify the taxpayer's profile and Tax Status.

Application for Tax Compliance Status (TSC) pin may be made via E- Filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za).

Bidders may also submit a printed TSC certificate together with the bid.

In bids where Consortia/Joint Ventures/Sub-Contractors are involved; each party must submit a separate TSC certificate/pin/CSD number.

Where no TSC pin is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

**“No bids will be considered from person in the service of the state, companies with Directors who are persons in the service of the state, OR close corporations with members persons in the service of the state”**

**NB: FAILURE TO PROVIDE/COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID**

### Declaration

I/We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date

Signature of bidder: .....

Date: .....

Are you duly authorised to commit the bidder? YES / NO

Capacity under which this bid is signed .....

TOTAL BID PRICE .....

## **SPECIAL CONDITIONS OF BID**

### **1. SPECIAL CONDITION OF CONTRACT**

- 1.1 Proper bids for the services specified must be submitted.
- 1.2 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other relevant Act
- 1.3 HWSETA reserves the right:
  - 1.3.1 To award his tender to a bidder that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the PPPFA (Act 5 of 2000)
  - 1.3.2 To accept part of a tender rather than the whole tender.
  - 1.3.3 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after Adjudication of the Bid.
  - 1.3.4 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
  - 1.3.5 To cancel and /or terminate the tender process at any stage, including after the closing date and/or after presentations have been made, and or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
  - 1.3.6 Award to multiple bidders based either on size or geographic considerations.
  - 1.3.7 To award the tender to the second highest point scorer should the highest point scorer fail to deliver or turn down the offer.
- 1.4 The HWSETA reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and request for additional information.

### **2. GENERAL CONDITIONS OF CONTRACT**

- 2.1 The General Conditions of Contract must be accepted.
- 2.2 Any award made to a bidder(s) under this bid is conditional, amongst others, upon-
  - 2.2.1 The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which HWSETA is prepared to enter into a contract with the successful Bidder.
  - 2.2.2 The bidder submitting the General conditions of Contract to the HWSETA together with its bid, duly signed by an authorised representative of the bidder.



### **3. ADDITIONAL INFORMATION REQUIREMENTS**

- 3.1 During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.

### **4. CONFIDENTIALITY**

- 4.1 The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
- 4.2 All bidders are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding the HWSETA or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.

### **5. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT**

- 5.1 Copyright of all customised/developed documentation relating to this contract belongs to the HWSETA. The successful bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
- 5.2 All the intellectual property rights arising from the execution of this Agreement relating to any customisation/development for the HWSETA, shall vest in HWSETA who shall be entitled to cede and assign such to the Department of Higher Education and Training and the Service Provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.
- 5.3 In the event that the Service Provider would like to use information or data generated by the service, prior written permission must be obtained from HWSETA.
- 5.4 HWSETA shall own all materials produced by the Service Provider during the course of, or as part of the service including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts and other information whether capable of being copyrighted or not ("IP") which IP HWSETA shall be entitled to freely cede and assign to the Department of Higher Education and Training.
- 5.5 The Service Provider assigns all IP rights in respect of all materials referred to in clause 5.4 to HWSETA or the department of Higher Education and Training, as HWSETA directs. No other document needs to be executed to give effect to this cession, assignment or transfer.
- 5.6 The Service Provider hereby irrevocably cedes, assigns and transfers to HWSETA or the Department of Higher Education and Training, as HWSETA directs, all rights, title and interest in and to all IP (which includes, but is not limited to methodologies and products) connected with or applicable to the Services.
- 5.7 The Service Provider acknowledges and agrees that:
  - 5.7.1 Each provision of this clause is separate, and separately enforceable from any other provisions of this agreement.
  - 5.7.2 The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this agreement; and

- 5.7.3 This contract contains various stipulations in favour of the Department of Higher Education and Training, which rights shall continue in effect after termination of this Agreement, and which rights can be exercised and enforced at any time by the Department of Higher Education and Training.

5.8 Clause 5.7.3 shall survive termination of this agreement.

## **6. PAYMENTS**

- 6.1 HWSETA will pay the Service Provider the Fee as set out in the final contract. No additional amounts will be payable by HWSETA to the Service provider. The Service Provider shall from time to time during the currency of the contract invoice HWSETA for services. No payment will be made to the Service Provider unless an invoice complying with section 20 VAT Act No 89 of 1991 has been submitted to the HWSETA.
- 6.2 Payment shall be made into the successful Service Providers bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).
- 6.3 The Service Provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other moneys required to be paid in terms of applicable law.

## **7. NON-COMPLIANCE WITH DELIVERY TERMS**

- 7.1 As soon as it becomes known to the Service Provider that he will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, the HWSETA must be given immediate written notice to this effect. The HWSETA reserves the right to cancel the contract immediately.
- 7.2 The HWSETA reserves the right to cancel the contract on non-performance of the service provider.
- 7.3 The HWSETA reserves the right to cancel the contract should the service provider have in any form misrepresented themselves in the bid, whether fraudulently or otherwise.

## **8. WARRANTIES**

- 8.1 The Service Provider warrants that it is able to conclude this Agreement to the satisfaction of the HWSETA.
- 8.2 The Service Provider warrants that it has the necessary skill and capacity to deliver in terms of the Terms of Reference and the deliverables as envisaged in this document.

## **9. PARTIES NOT AFFECTED BY WAIVER OR BREACHES**

- 9.1 The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
- 9.2 No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

## **10. RETENTION**

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary has been reduced to writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

## 11. SUBMITTING BIDS

11.1 An **original plus six (bounded) copies of the bid**, i.e. seven documents in total should be placed in the tender box in the reception area of the HWSETA:

HWSETA  
17 Bradford Road,  
Bedfordview, 2007,  
Johannesburg,

**NB: Bidders are to indicate on the cover of each document whether it is the original or a copy**

11.2 Bids should be submitted in a sealed envelope, marked with:

- ☐ Bid number: HWSETA002/2021
- ☐ Closing date and time: 06 November 2020

11.3 Documents submitted on time by bidders shall not be returned.

11.4 Unsealed tender documents shall not be accepted.

## 12. LATE BIDS

12.1 Late Bids will not be considered under any circumstance.

Once the box has been officially sealed at 11H00 on the closing date, any subsequent bids are considered late.

## 13. CLARIFICATIONS

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (facsimile or e-mail) to Ntombizodwa Motloung by 16 October 2020. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted.

## 14. COUNTER CONDITIONS

Bidders attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders or qualifying any bid conditions will result in the invalidation of such bids'

## 15. FORMAT OF BIDS

15.1 Bidders must complete the necessary bid document comprises of the following:

Bidders are advised that their proposal should be concise, written in plain English and simply presented.

- Part 1: Invitation to Bid (must be completed and signed)
- Part 2: SARS Tax Clearance Certificate(s) (a valid and original must be submitted)
- Part 3: Declaration of interest (completed fully and signed, shareholders certified ID copies be submitted)
- Part 4: Declaration of bidder's past Supply Chain Management practices (completed and signed)
- Part 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 (completed and signed)
- Part 6: Pricing schedule (be detailed)
- Part 7: Certificate of independent bid determination (completed and signed)
- Part 8: Current, valid IATA Certificate (submitted, a signed agreement for bidders using a third-party IATA)

- Part 9 Proof of registration as a Service Provider on the National Treasury Central Supplier Database. Please supply your Service Provider number. (submitted)
- Part10 Proof of CIPC registration (submitted)

## **15.2 Part 1: Invitation to Bid**

Bidders must complete and submit the "Invitation to Bid" document and sign it where specified.

## **15.3 Part 2: SARS Tax Clearance Certificate (to be obtained from SARS)**

- 15.3.1 An **original** valid SARS Tax Clearance Certificate must accompany Service Provider's proposal. In case of a consortium/ joint venture, or where sub-Service providers are utilised, an **original** valid SARS Tax Clearance Certificate for each consortium/ joint venture member **and/or sub-contractor** (individual) **must** be submitted. No tender shall be awarded to a bidder who is not tax compliant. HWSETA reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

## **15.4 Part 3: Declaration of Interest (Annexure C)**

- 15.4.1 Each party to the bid must complete and submit the Declaration of Interest and sign it. The bidder must submit copies of identity documents of directors or shareholders of the company who will responsible for the project with the bid documents at the closing date and time of the bid, and failure to do so will result in your bid not been considered.

The HWSETA prohibits an award to the following persons:

1. Persons who are in the service of the State.
2. Awards to close family members of persons in the service of the State.
3. To a natural person, of which any Director, Manager, Principal stakeholder or stakeholder is a person in the service of the State or who is an advisor or consultant contracted with the HWSETA

- 15.4.2.1 Bidders providing false or fraudulent information of documentation shall subject themselves to immediate disqualification

## **15.5 Part 4: Declaration of bidder's past Supply Chain Management practices (Annexure D)**

Each party to the bid must complete and submit the Declaration of bidders past Supply Chain Management Practises and sign it.

## **15.6 Part 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2001 (Purchases) (Annexure E)**

- 15.6.1 Bidders must complete and submit the Preference Points Claim Form (Purchases).
- 15.6.2 For a consortium or joint venture:
- ☐ Each member organisation wishing to claim points should complete a separate Preference Points Claim Form (Purchases).
  - ☐ In the case of a consortium/joint venture/sub-contractor, item 9.9 of the Claim Form should only be completed once for the whole consortium/joint venture.

**15.7 Part 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2001 (Promotion of Small Businesses) (Annexure F)**

15.7.1 Bidders must complete and submit the Preference Points Claim Form (Promotion of Small Businesses) and sign it.

15.7.2 For a consortium or joint venture:

☐ Each member organisation wishing to claim points should complete a separate Preference Points Claim Form (Promotion of Small Businesses).

**15.8 VAT**

Any budget amount that may be indicated in this document shall be deemed to be a guide only and bidders are

☐ Value Added Tax must be included and shown separately.

**16. PRESENTATIONS**

16.1 HWSETA reserves the right to invite the shortlisted bidders to make presentations before the award of the Bid.

**17. NEGOTIATION**

17.1 HWSETA has the right to enter into negotiations with a prospective Service Provider regarding any terms and conditions, including price(s), of a proposed contract.

17.2 HWSETA is not obliged to accept the lowest of any quotation, offer or proposal.

17.3 All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated person of HWSETA is Ms Elaine Brass (or her written authorised delegate) who is duly authorised to represent the HWSETA.

**18. REASONS FOR REJECTION**

HWSETA will reject a proposal for the award of a contract if the following circumstances exist:

18.1 HWSETA may disregard the bid of any bidder if that bidder, or any of its directors:

18.1.1 Has abused the Supply Chain Management system of HWSETA.

18.1.2 Has committed fraud or any other improper conduct in relation to such system.

18.1.3 Has failed to perform on any previous contract and the proof exists.

18.1.4 Has in any form misrepresented themselves in the bid, whether fraudulently or otherwise.

**Such actions shall be communicated to the National Treasury. (Paragraph 17.2 only)**

18.2 If the bid documentation is not signed by the bidder.

- 18.3 If the required information in the forms supplied in this document is not complete.
- 18.4 If the bidder has not produced an original valid tax clearance certificate.
- 18.5 If the bidder fails to provide detailed costing as required in the pricing schedule.
- 18.6 If the bidder fails to provide a valid IATA certificate.
- 18.7 If the bidder is prohibited from being awarded a tender in terms of paragraph 14.4.1
- 18.8 If the bidder is not registered on the National Treasury Central Supplier Database.

***Note that the above list is not exhaustive, and the HWSETA reserves the right to reject bids for other reasons. HWSETA reserves the right not to adjudicate a bid.***

## **19. SKILLS TRANSFER**

The HWSETA has a responsibility to develop skilled youth in our country especially in the rural areas. In advancing this commitment, HWSETA requires all service providers doing business with the HWSETA to commit to the enhancement of skills development in the area of their speciality. To this end, two (TVET) Technical, Vocational, Educational and Training College graduates in the area of travel services, to be given Internship for a three year, and to be appointed within three months of a successful tender by the Bidder. TVET graduates will be preferable.

Points on functionality will be allocated for this criterion.

# **TERMS OF REFERENCE FOR BID TO PROVIDE TRAVEL AGENCY SERVICES TO HWSETA FOR THE PERIOD OF THREE ONE YEARS**

## **1.BACKGROUND**

The Health and Welfare Sector Education and Training Authority is a statutory entity established in March 2000. It serves the skills development needs of employers in the health and social development sectors.

The organisation has 159 staff members and 15 Board members of which about half travel quite extensively within the borders of the Republic of South Africa in the execution of their duties. There are instances where international travel will be required.

2. The budget for the financial 2020/2021 is 2,5 million

## **3.Specific Requirements**

### **3.1 Travel agency services**

- 3.1.1 Bookings for travel, accommodation, car hire, shuttle and venue hire for functions of the HWSETA.
- 3.1.2 All-inclusive quotation for every request pertaining to travel, accommodation, and car – hire or parking facilities. Alternative arrangements must be suggested in good time if confirming seating or accommodation arrangements is impossible, or where financial savings can be realized.
- 3.1.3 Issuing of a travel itinerary to the HWSETA staff member/traveller travelling including notification to the person travelling within 48 hours minimum, through SMS.
- 3.1.4 Special dietary requirements to be confirmed with the airline.
- 3.1.5 Arrange payment to suppliers. Reconciliations and invoicing will be done at the end of each month, with regular correspondence with the Supply Chain Manager at the HWSETA to ensure the smooth payment of invoices. All invoicing to show the service fee of the agency separately.
- 3.1.6 Supply of monthly management reports to the HWSETA, or additional reports on request.
- 3.1.7 An analysis of the transactions, evaluating the trends and reporting to the senior official representing HWSETA on request or to increase efficiencies.
- 3.1.8 Provide alternatives on all requests in order to ascertain the most cost-efficient services available at the time of service being required.
- 3.1.9 Have preferential supplier agreements to ensure that the HWSETA is provided with the best rates available. These savings must be communicated through the monthly management report to the HWSETA.
- 3.1.10 Emergency after hour's service to HWSETA (24/7).
- 3.1.11 The agency will be accountable for ensuring that effective policies and procedures are implemented within the parameters of HWSETA policies.
- 3.1.12 The agency must be registered with IATA
- 3.1.13 The agency must ensure timely notification to the HWSETA and to the travellers of airport closing, cancellations, or delays in flights
- 3.1.14 Notify the HWSETA of air tickets for revalidation and/ or reissue

- 3.1.15. Provide a transparent and inclusive service fee structure
- 3.1.16. The agency must have the ability to make changes to the travel requirements prior to the approval of the travel request.
- 3.1.17. Notification of no-shows.
- 3.1.18. If open tickets are unused two months prior to expiry, refunds must be applied for by the travel agent and the HWSETA must be provided with assistance to ensure limited loss as a result of post ticketing changes
- 3.1.19. The travel agent shall, always, provide a polite, responsive, effective and efficient service to meet and fulfil the HWSETA's requirements. All queries, telephone calls, emails and correspondence should be answered and responded to, promptly.
- 3.1.20. The travel agent shall, on a quarterly basis, meet with the delegated official/s of the HWSETA to discuss issues of mutual concern, to review the travel agent's performance and to discuss improvements which the travel agent or the HWSETA should make in order to achieve a more effective travel management service and greater savings.
- 3.1.21. Provide a facility for HWSETA to update their travellers' profiles
- 3.1.22. Must be able to facilitate group bookings (e.g. for meetings, conferences, events, etc.)



#### 4. General Requirements

##### 4.1 Company and Property Owner Profile

The following information is required to follow the preferential procurement practices of the HWSETA.

##### 4.1.2 Profile of the Bidder

Include in the bid:

- BEE status (documented proof) Issued by SANAS or Verification Agencies.
- Employment equity
- Company registration
- Corporate profile
- References
- CIPRO certificate of ownership
- IATA certificate.
- National Treasury Central Database

##### 4.2 Tax Clearance

A valid tax clearance certificate from the South African Revenue Service is required. **Failure to present a valid tax clearance certificate/s with the bid will invalidate the bid.**

***Failure to provide detailed costing may result in your bid being invalidated.***

##### 4. Contact Person and Delivery Address for Bids

Having duly read the specifications and noting the requirements which can lead to my/our bid being invalidated for consideration:

I/We \_\_\_\_\_ declare that we can provide a fully comprehensive service, meeting all the requirements specified by the Health and Welfare Sector Education and Training Authority having the full authority to do so by the titleholder.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## 1. EVALUATION PROCESS

### 1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

- 1.1.1. All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.
- 1.1.2. For first level evaluation bidders will be eliminated for not complying with the following:
  - 1.1.2.1. Bid document not signed by the bidder
  - 1.1.2.2. Not submitting six copies and one original bid documents
  - 1.1.2.3. Not submitting a valid tax clearance certificate/ Tax pin
  - 1.1.2.4. Not submitting a completed and signed SBB 4 form
  - 1.1.2.5. Not submitting a completed and signed SBD 6 form
  - 1.1.2.6. Not submitting a completed and signed SBD 8 form
  - 1.1.2.7. Not submitting a complete and signed SBD 9 form
  - 1.1.2.8. Not submitting proof of CIPC registration
  - 1.1.2.9. Not submitting proof of CSD registration
  - 1.1.2.10. Not submitting copies of shareholders Identity documents
  - 1.1.2.11. Not completing a pricing schedule.
  - 1.1.2.12. Not submitting the current valid licence/certificate IATA/ASTA
  - 1.1.2.13. Whereby a bidding company is using a 3<sup>rd</sup> party IATA licence proof of agreement
- 1.1.3. The evaluators will evaluate the bids received against the evaluation criteria stipulated in the tender document
- 1.1.4. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion.
- 1.1.5. The scores will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 80% for functionality will be evaluated and scored in terms of pricing and B-BBEE
- 1.1.6. Any proposal not meeting a minimum score of 80% will be disqualified.

### 1.2 PRICE, FUNCTIONALITY AND PREFERENCE POINTS

In terms of Regulation 5 of the Preferential Regulations pertaining to the Preferential Procurement Policy Framework Act 2000 (Act 5 of 2000) Preferential Procurement Regulations, 2017 responsive bids will be adjudicated by the state on the 80/20 preference point for Broad Based Black Economic Empowerment.

All remaining bids, after evaluation on functionality, will be evaluated as follows:

- 1.2.1 80 Points will be awarded for price, and 20 Points will be awarded for BBBEE.

**1.2.2 *The bids will be evaluated on functionality separately first. Bids scoring less than 80% on functionality will not be considered further in the evaluation and will be disqualified. The remaining successful bidders will be evaluated on the 80/20 preference points system.***

### 1.3 DETERMINATION OF PERCENTAGE FOR FUNCTIONALITY

- 1.3.1 The evaluation criteria and weights for functionality as indicated in the evaluation criteria will apply.

- 1.3.2 The percentage scored for functionality should be calculated as follows:

Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the points scored for the various criteria. These points should be added to obtain the total score. The following formula should then be used to convert the total score to a percentage for functionality:

$$Ps = \frac{So}{Ms} \times Ap$$

Where

Ps = percentage scored for functionality by bid/proposal under consideration

So = total score of bid/proposal under consideration

Ms = maximum possible score

AP = percentage allocated for functionality

The percentages of each panel member shall be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality.

After calculation of the percentage for functionality, the prices of all bids that obtained the minimum score for functionality should be taken into consideration.

#### 1.4 ELIMINATION OF PROPOSALS ON GROUNDS OF FUNCTIONALITY

- 1.4.1 Bids that score less than 80% for functionality will be eliminated from further consideration.

#### 1.5 DETERMINATION OF PERCENTAGE FOR PRICE

- 1.5.1 If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids.

- 1.5.2 The percentage scored for price shall be calculated as follows:

The lowest acceptable bid/proposal (adjusted or not), will obtain the maximum percentage allocated for price. The other bids/proposals with higher prices (adjusted or not), will proportionately obtain lower percentages based on the following formula:

$$Ps = \frac{P_{\min}}{P_t} \times Ap$$

Where

Ps = percentage scored for price by bid/proposal under consideration

Pmin = lowest acceptable bid/proposal

Pt = price of bid/proposal under consideration

AP = percentage allocated for price

#### 1.6 CALCULATION OF POINTS FOR FUNCTIONALITY AND PRICE

- 1.6.1 The points scored out of 80 shall be calculated according to the following formula

### 1.6.2 The 80/20 preference point system

$$P_s = 80(1 - \frac{H_s - R_s}{R_s})$$

Where

P<sub>s</sub> = points scored for price of the bid/proposal under consideration

H<sub>s</sub> = highest percentage scored by any acceptable bidder for functionality and price

R<sub>s</sub> = percentage scored for price by bid/proposal under consideration.

## 1.7 AWARDING OF POINTS FOR PREFERENCES/GOALS

In terms of Regulation 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution. Points claimed in respect of B-BBEE Status Level of contribution must be in accordance with the table reflected in paragraph below and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or any other body authorized by the Minister to undertake accreditation of verification agencies. Points for any specific goals will be awarded according to the formula (e) indicated in the preference points claim form(s).

LEVEL	POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant	0

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by a Verification Agency accredited by SANAS or Registered Auditor approved by IRBA or any other body authorized by the Minister to undertake accreditation of verification agencies do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issued EMEs with B-BBEE status Level Certificate.

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submit their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

Bids will not be disqualified from bidding process if the bidder did not submit a certification substantiating the B-BBEE status level of contribution.

Failure to capture the required status level and to submit the required B-BBEE status level certificates will lead to a zero (0) status level for non-compliant service provider.

Bidders are requested to complete the preference claim form in order to claim preference points

Only bidders who has completed and signed the declaration part of the preference claim will be considered for B-BBEE status

## 1.8 COMBINING FUNCTIONALITY, PRICE AND PREFERENCE POINTS

- 1.8.1 The points scored by a bidder in respect of the points indicated above will be added to the point scored for price. The Preference Points for each bid will now be added to the price mark for that bid (see 1.6.2).  
In the event that two or more bids have scored equal total points, the contract will be awarded to the highest number of points for BBBEE status.  
Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- 1.8.2 The Bid Committee may recommend that the contract be awarded to the bidder obtaining the highest aggregate mark as determined by 1.8.1 or to a lower scoring bid on justifiable grounds.

## 1.9 ADJUDICATION OF BID

The Board will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid on justifiable grounds or no award at all

### 1. EVALUATION CRITERIA

- 1.1 All bidders will be evaluated based on the criteria indicated hereunder:

CRITERION	MAXIMUM TO BE AWARDED
<b>A. Functionality</b>	
1. Provide a service to book travel, accommodation, shuttle and venue hire (discuss the agency methodology to each of the above)	10
2. Provide comparative quotations to the HWSETA before bookings done in terms of the policies of HWSETA (discuss how this will be accomplished referring to our policy)	10
3. Emergency, after hours call and assistance line (state how this has been implemented with other clients)	5
4. Payment of suppliers directly and then to invoice HWSETA for services 4.1 (provide latest audited AFS) and (How this requirement will be carried out) 4.2. (provide a list of current clients)	25
5. Monthly management reporting, analysis and reconciliations with statements 5.1 (provide examples)	10
6. Supplier discounts to ensure HWSETA procures economically e.g. of an existing contract with hotels, car hire and airline	10

7. Allowance for change in air flights at short notice	
7.1 (specify min time required by yourselves and penalties incurred by HWSETA)	10
8. Reputation	
8.1 (3 written References reflect dated 2018/2019 on the following areas:	
8.1.1 Overall service emerging	
8.1.2 Emergency	5
8.1.3 Payments to suppliers	
8.1.4 Corporate discount	
8.1.5 Travel itinerary and advice	
9. Issuing of travel itinerary and travel confirmation to person travelling through SMS and email with confirmation of dietary requirements (explain your systems to support this requirement)	5
10. Advisory services on logistics of travel, or other value-added service	
11. Support services e.g. Corporate miles.	5
12. Associated entities – (please list these and the potential benefits of this Association)	
13. Training of youth.	
13.1. (Statement on how you will contribute to this, see paragraph 19 in this document) Total points for TVET and 3 points for others	5
<b>Subtotal for Functionality (maximum) 100%</b>	<b>100 points</b>
<b>B. Price</b>	
Relative competitiveness of proposed price	
<b>TOTAL % FOR PRICE</b>	<b>80</b>
<b>C. Preference points</b>	
<input type="checkbox"/> B-BBEE	20
<b>Subtotal (maximum)</b>	
<b>Total for Price and Preference points</b>	<b>100</b>

***The bids will be evaluated on functionality separately first. Bids scoring less than 80% on functionality will not be considered further in the evaluation and will be disqualified. The remaining successful bidders will be evaluated on the 80/20 preference points system.***

**PRICING SCHEDULE**  
( )

NAME OF BIDDER: .....
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID

BID DESCRIPTION: .....

PAR NO	DESCRIPTION	BID PRICE IN RSA CURRENCY
.....		
	<b>Agency rates inclusive of VAT per transaction (fixed for 36 months' contract)</b>	
	Accommodation	R.....
	Car Hire	R.....-
	Travel – air flights - domestic	R.....
	Change in air flights	R.....
	Cancellation of air flights, accommodation & venues	R.....
	Venue hire	R.....
	Other services – please specify separately	R.....
	Emergency services – per call	R.....

**If the rates quoted are not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example Consumer Price Index**