

## 1. EVALUATION PROCESS

The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for B-BBEE, once the minimum functionality criteria is met.

10.1 The evaluation will be based on:

<b>Phase 1 : Mandatory Requirements</b>	
<b>Phase 2 : Functionality Evaluation</b>	
<b>Phase 3 : Preferential Point System</b>	<b>Points</b>
Price	80
B-BBEE status level of contribution	20
<b>Total</b>	<b>100</b>

### 1.1 Phase 1 – MANDATORY REQUIREMENT

Bids that do not comply with the mandatory requirements will not be considered for Phase 2 evaluation.

Phase 1 – Mandatory Requirements

#### Documents that must be submitted for Pre-qualification

Document that must be submitted	Non-submission will result in disqualification	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document
Tax Status Tax Clearance Certificate – SBD 2	YES	<ul style="list-style-type: none"> <li>i. A valid and original Tax Clearance Certificate must be submitted with the bid.</li> <li>ii. The validity of the Tax Clearance Certificate issued by the South African Revenue Services certifying that the tax status of</li> </ul>

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		<p>the Bidder is in order and will be verified against the information recorded in the Central Supplier Database (CSD).</p> <p>iii. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.</p>
<b>Declaration of Interest – SBD 4</b>	<b>YES</b>	Complete and sign the supplied pro forma document
<b>Preference Point Claim Form – SBD 6.1</b>	<b>NO</b>	Non-submission will lead to a zero (0) score on BBEE
<b>Declaration of Bidder’s Past Supply Chain Management Practices – SBD 8</b>	<b>YES</b>	Complete and sign the supplied pro forma document
<b>Certificate of Independent Bid Determination – SBD 9</b>	<b>YES</b>	Complete and sign the supplied pro forma document
<b>Bidder Compliance form for Functional Evaluation</b>	<b>YES</b>	Complete and sign
<b>Registration on Central Supplier Database (CSD)</b>	<b>NO</b>	<p>The Travel Management Company (TMC) must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit proof of registration.</p>
<b>IATA Licence / Certificate</b>	<b>YES</b>	<p>i. Bidders are required to submit their International Air Transport Association (IATA) licence/</p>

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		<p>certificate (certified copy) at closing date.</p> <p>ii. Where a bidding company is using a 3rd party IATA licence, proof of the agreement must be attached and copy of the certificate to that effect at closing date.</p>
<b>ASATA Certificate</b>	<b>YES</b>	This is mandatory to be submitted at closing date. Provide proof of the licence / certificate.
<b>Pricing Schedule</b>	<b>YES</b>	Submit full details of the pricing proposal as per <b>Annexure A</b>

### 1.2 Phase 2 – FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of 70 points out of a 100 points that will be awarded for functionality before they are considered further.

Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.

Presentations: Prior to the award of the contract, the CSOS reserves the right to invite travel agents to make presentations and to view the service offered. Information provided during the presentations may be used for evaluation purposes.

The functionality criteria together with the maximum points to be awarded are set out below:

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
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1	The ability and flexibility to provide the required travel services	<ul style="list-style-type: none"> <li>• An indication of the timeframe for proposed reservations to be held with participating transfer vendors, participating accommodation vendors, participating road transport vendors, Domestic mainline carriers, Domestic low-cost carriers whilst a travel booking is pending approval without losing initial bookings and incurring further costs for the CSOS</li> <li>• Indication of how a bill back facility will be supported by the travel agent</li> <li>• The ability of the travel agent to work with tight time frames and turnaround times</li> <li>• Experience in Travel agent services as well as events management services.</li> </ul>	40
2	Demonstrable capabilities of the team who will undertake the project.	Experience, qualifications and skills composition	20
3	Travel management implementation methodology	<p>A project plan showing work breakdown:</p> <ul style="list-style-type: none"> <li>• Implementation methodology to include <ul style="list-style-type: none"> <li>- How the work will be managed;</li> </ul> </li> </ul>	10

		<ul style="list-style-type: none"> <li>- Process and work flows;</li> <li>- How the travel agent will deal with crisis management</li> <li>-</li> </ul>	
4	Evidence of track record in similar assignments undertaken (minimum 5 years experience in similar service)	Duration, value, number of beneficiaries serviced	15
5	Three (3) Reference letters	Indicating an objective assessment of the quality of relevant and recent work undertaken by the potential travel agent and who will not be seen to be in a potential conflict of interest situation	15
	<b>Total</b>		<b>100</b>

### 1.3 Phase 3 – PREFERENTIAL POINT SYSTEM

Only Bidders that have met the 70 point threshold will be evaluated for price and BBBEE.

Price and BBBEE will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)



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- B-BBEE status level of contributor (maximum 20 points)

## **2. SUBMISSION OF TENDER DOCUMENTS**

### **IMPORTANT INFORMATION FOR BIDDERS**

2.1 Bids must be submitted in four (4) hard copies including one (1) original.

2.2 The bid proposal must be submitted in two separate envelopes:

- a. Technical proposal – submission should indicate adherence to the Terms of Reference in all aspects except the pricing
- b. Financial Proposal – submission should indicate the pricing schedule