



## BID SPECIFICATION DOCUMENT

### INVITATION TO TENDER FOR PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE FREE STATE LEGISLATURE

Bid No: 04/2024-2025

The Free State Legislature seeks proposals from qualified bidders to provide consolidated travel management services. These services include booking of flights, car rentals, and accommodation, assist in arranging visas, travel insurance, passports, foreign currency and other travel related needs of the Free State Legislature.

#### 1. DESCRIPTION OF SERVICES TO BE RENDERED

- Comprehensive local and international travel arrangements
- Bookings for both domestic and international travel on behalf of the Free State Legislature consisting of inter alia accommodation, flights, car hire, shuttle service and conferences/workshops
- Processing and administration of passports, visas and international drivers' licenses, travel insurance.
- Present quotations from third parties and monthly statements on all services rendered
- Reconcile Invoices with Free State Legislature requisitions and statements
- Negotiate favorable deals and rates for the Free State Legislature
- Quick response time to travel requests
- Perform all travel arrangements in terms of the rules provided by the Free State Legislature and ensure that all bookings are only processed against properly completed travel booking forms as authorized by the Free State Legislature.
- Provide 24 hours global assistance

#### 2. MINIMUM REQUIREMENTS FOR BIDDERS

To be eligible, bidders must meet the following minimum requirements:

- Be registered with the appropriate regulatory bodies (e.g., ASATA for South Africa).
- Have at least three (3) years of experience in providing travel management services.
- Submit proof of compliance with all relevant industry standards.
- Have a valid tax pin and company registration documents.

### 3. PRICING

For comparative purposes, bidders quotes will be assessed on the all-inclusive service fee price of the below services:

Local Travels		International Travels	
Description of Service	Service Fee (R)	Description of Service	Service Fee (R)
Flights		Flights	
Car Rentals		Car Rentals	
Accommodation		Accommodation	
Shuttle Services		Travel Insurance	
		Visas	
		Passports	
		Shuttle Services	
<b>TOTAL</b>			

**NB: A compulsory price list is available for the bidders to quote.**

**NB: A bidder that does not make use of the prescribed schedule will not be evaluated for pricing purposes.**

### 4. TECHNICAL REQUIREMENTS

Shortlisted bidders may be subjected to an onsite visit by the Free State Legislature. The following technical criteria will apply:

- Bidder must have operating office with minimum number of staff personnel to perform in terms of the contract
- Bidder must be registered with or affiliated to the relevant industry and professional bodies
- Bidder must have financial capacity to incur full traveling and accommodation costs on behalf of the Legislature subject to payment of invoices within 30 days in terms of FMPPLA

### 5. CONTRACT ESSENTIALS

- Period of the tender shall be for (3) three years.
- Services to be used as and when required by the Legislature. The Free State Legislature reserves the right to appoint more than one bidder.
- Service fees must strictly be based on third party valid invoices (hotels/car rental, flights).

**6. BIDDERS MUST SUBMIT THE FOLLOWING DOCUMENTATION:**

- a. Tax Pin
- b. A valid B-BBEE Certificate
- c. Complete Declaration of Interest form (SBD4)
- d. Price Schedule **(as prescribed by the FSL)**
- e. Confirmation of Service letters **(as prescribed by the FSL)**

**NB: Bids which are submitted late will not be considered.**

**7. EVALUATION CRITERIA**

**a. Stage 1: Evaluation of Functionality**

The first stage will evaluate functionality according to the criteria listed in the table below:

<b>Criteria for measuring functionality</b>	<b>Weight</b>
Bidder must be in business for at least 5 years providing travel management services. Submit business registration as confirmation. <ul style="list-style-type: none"><li>• 5 Years = 20 points</li><li>• 5 – 10 Years = 30 points</li><li>• 10 + Years = 60 points</li></ul>	60
Bidder must have experience of providing travel management services to any government department or institution like FSL in the last 10 Years. <ul style="list-style-type: none"><li>• 1 Letter = 10 points</li><li>• 2 Letters = 20 points</li><li>• 3 + Letters = 40 points</li></ul>	40
	<b>100</b>

- Bids that fail to score 70 points for functionality out of the 100-set weight will not be eligible for further consideration' thus will be eliminated from competing in the bid.

**b. Stage 2: Preference Point System**

Bids will be evaluated on the price and specific goals in accordance with the Preferential Procurement Regulations of 2022 and its subsequent regulations. The 80/20-point system will be applied in evaluating proposals that qualifies for further consideration, where price constitute 80 points and the maximum of 20 points will be awarded based on the HDI goals and the RDP goals.

5.2.1 Specific HDI (Historically Disadvantaged Individuals) goals shall be awarded as follows:

(i) at least 51% black owned is 12 points **(valid BEE certificate to be attached).**

5.2.2 Specific RDP (Reconstruction and Development Program) goals.

(i) SMME bidder scores 4 points **(valid BEE certificate to be attached).**

(ii) Bidder with a verifiable address in the Free State scores 4 points

## **8. Requests for clarity and additional information**

8.1 During the bid evaluation process and after the closing date of a bid, the BEC shall, where necessary, formally request additional information/documents and clarity from the bidder(s).

8.2 Such information shall be presented directly to the BEC in a manner recommended by the BEC and on or before the expiry of time as determined by the BEC.

8.3 In a case a bidder fails to reply to the request or invitation to clarify and add information, the existing bid documents will be relied upon, and decision will be taken on the strength of the existing information by the BEC.

## **9. Prohibited Bidders**

9.1 Bidders and directors that are prohibited or restricted by the National Treasury to do business with the organ of state will not be considered.

9.2 Bidders will be automatically eliminated without notice or any form of engagement.

9.3 Bidders whose shareholders are public representatives are prohibited to do business with the Legislature and such bids from such entities will not be considered.

## **10. Vetting**

10.1 Bidders may be subjected to vetting in terms of SCM regulations.

10.2 Any bidder or its shareholders and directors who do not pass vetting would not be considered for appointment by the Legislature.

10.3 It is therefore compulsory and mandatory for the bid document to include ID copies of all shareholders and directors as they appear in the company registration documents for this purpose.

## **11. Enquiries**

11.1 Enquiries by the prospective bidders in respect of specifications and bid requirements must only be addressed to the officials mentioned in the Bid Advertisement and in a manner prescribed by the BSC.

11.2 Enquiries must be done from the date a bid is advertised and before the closing date.

11.3 Otherwise, all enquires shall be addressed during compulsory briefing session.

## **12. Reporting risks and allegation of fraud and corruption**

12.1 Bidders are at liberty to alert the accounting officer of the Free State Legislature of any suspicion of fraud and corruption identified on the part of other bidders or any of the officials of the Free State Legislature at any time before the conclusion of the bid process.

12.2 Such reports can also be made on condition of anonymity.

## **13. Closing date**

13.1 Only bids received on or before date and time prescribed in the bid advertisement will be considered. No bid shall be accepted after the officials had closed a tender box.

13.2 The closing date for this bid is **23 April 2025 at 11:00 am**

13.3 Bids must be submitted in the tender box in the SCM directorate at 41 Charlotte Maxeke Street, Bloemfontein, Southern Life Plaza Building, Floor 5.

13.4 Every bid submission must be recorded on the register. Any bid that is not appearing on the bid register would be considered to have been deposited late and therefore will not be considered for evaluation.

## **14. Award/Cancellations and Notices**

14.1 The Legislature reserves the right not to appoint any bidder.

14.2 The legislature reserves the right to enter negotiations with one or more bidders to an extent that the outcome of the bid does not materially change the initial condition and scope of work.

14.3 The legislature reserves the right to cancel the bid in terms of the SCM regulations. such decision shall be publicised in a platform(s) a bid was advertised.

14.4 The Free State Legislature reserves the right to appoint more than one bidder.

#### **15. Validity of the quotes**

15.1 All quotations shall be valid for 90 days after the closing date of a bid. This will be deemed to be applicable even in a case a bidder did not explicitly state expiry date in a quote.

15.2 Bidder shall not amend the quote after the closing date and before the expiry of the 90 days.

15.3 In a case that a bid is not concluded within 90 days, the accounting officer shall grant a permission for resubmission of revised quotes to a group of bidders based on their scoring on price.

#### **16. Compulsory briefing session**

16.1 A compulsory briefing session will be held on the **8<sup>th</sup> of April 2025 at 41 Charlotte Maxeke Street, Southern Life Plaza Building on the 6<sup>th</sup> Floor at 10am.**