

Tender Number: 2020/081

Tender Title: Provision of Online Travel Management Services to Umgeni Water for a Period of 60 Months

T1.1 TENDER NOTICE AND INVITATION TO TENDER

Umgeni Water is a state owned business enterprise and it operates within the South African legislative parameters of the Water Services Act 108 of 1997, Public Finance Management Act 1 of 1999 and Public Audit Act 25 of 2004.

Competent and experienced service providers are invited to tender for the following:

Provision of Online Travel Management Services to Umgeni Water for a Period of 60 Months

In addition to the Eligibility Criteria specified in Clause F2.1 of the tender document, tenderers are required to fulfil the following:

- Tenderers are required to be Registered with the ASATA and provide a valid ASATA Membership
- Tenderers are also required to provide Umgeni Water with a valid IATA Licence / Certificate

Evaluation method:

The tender will firstly be evaluated on eligibility. If found to be eligible, it will be further evaluated in two stages i.e.

- Functionality shall be assessed. A minimum functionality score of 70 points is required for the tender to be considered further.
- Price & Preference using the 80/20 Preference Point Scoring System in terms of PPPFA

Instruction for accessing and for the submission of tender documents.

Umgeni Water, 310 Burger Street, Pietermaritzburg.

How to Access Tender documents

Tender documents are available from the Supply Chain Management Office. Documents will be issued by email, upon request and submission of proof of payment to Zamah.gasa@umgeni.co.za with the following details: name of Company, **name of contact person, contactable cellphone number and telephone number and valid email address**. Documents will only be issued in electronic format, during working hours from **09h00 to 15h00** from **26 October to 06 November 2020**.

NO TENDER DOCUMENTS WILL BE ISSUED AFTER THE STIPULATED ISSUING PERIOD INDICTAED ABOVE AND NO CONCESSIONS WILL BE MADE FOR TENDERERS WHO DO NOT PURCHASE TENDER DOCUMENTS DURING THE SAID PERIOD.

A **NON-REFUNDABLE** tender fee of **R200** payable by Electronic Fund Transfer is required before collecting the Tender Document. Proof of EFT payment is to be provided on collection. The said transfers may be made to:

BANK NAME; NEDBANK
ACCOUNT NAME: UMGENI WATER
ACCOUNT NUMBER: 1196366594
REFERENCE: TENDER NO. 2020/081 and Company Name.

**NOTE: 1 TENDER DOCUMENTS SHALL NOT BE ISSUED IF INCORRECTLY REFERENCED.
2 TENDERER TO FORWARD NOTIFICATION OF PAYMENT BY E-MAIL TO Zamah Gasa AT
Zamah.gasa@umgeni.co.za**

NOTE: NO CASH PAYMENT WILL BE ACCEPTED WHEN ISSUING TENDER DOCUMENTS

Queries relating to the issue of these documents shall be addressed to: Ms. Zamah Gasa, Tel No.: 033 341 1075, e-mail: Zamah.gasa@umgeni.co.za

A clarification meeting with representatives of Umgeni Water shall take place at Umgeni Water Head Office on **09 November 2020** starting at **11h00**.

Only Tenderers who have collected the Tender documents may attend this compulsory meeting.

No tender documents will be issued at the clarification meeting.

Tenderers must ensure that they bring their documents to the clarification meeting for signing purposes. No concessions will be made for tenderers who do not have their tender documents in their possession.

The closing time for submission of tenders is **12h00 on 26 November 2020**.

Tenders are to be deposited in the tender box located outside the main entrance at **Umgeni Water, 310 Burger Street, Pietermaritzburg**.

Persons aggrieved by decisions or actions taken by Umgeni Water, may lodge an appeal within 7 days of the date of the intention to award advertisement appearing in the relevant print media.

The appeal (clearly stating reasons for appeal) and queries with regard to the decision of award are to be directed, in writing only to the Supply Chain Management Office,
Attention: Supply Chain Management
Email: appeals@umgeni.co.za

Note that appeals not addressed to the abovementioned email will not be considered.

Umgeni Water's standard conditions of tender are available on Umgeni Water's website www.umgeni.co.za/sustainable_development/sud.asp

For any other tender adverts, please visit this website.

Umgeni Water Reserves the Right to Award the Contract In Whole or In Part