

BLOUBERG LOCAL MUNICIPALITY

REQUEST FOR PROPOSALS: SERVICE PROVIDERS FOR RENDERING ACCOMMODATION SERVICES FOR 100 EMPLOYEES FROM 23 SEP TO 29 SEP 2017 IN MIDDLEBURG

TERMS OF REFERENCE

An Accommodation Services for 100 Employees from 23 Sep to 29 Sep 2017 in Middleburg.
Project Number: BM32/17/18

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RETURNABLE FORMS

BLOUBERG LOCAL MUNICIPALITY

TERMS OF REFERENCE

An Accommodation Services for 100 Employees from 23 Sep to 29 Sep 2017 in Middleburg.

Project Number: BM32/17/18

1. INTRODUCTION

1.1 INVITATION

Proposals are hereby invited from suitable service providers for rendering an Accommodation Services for 100 Employees from 23 Sep 2017 to 29 Sep 2017 in Middleburg area.

1.2 BRIEFING SESSION

A Optional briefing session will be held as follows:

DATE	23 rd August 2017
TIME	10:00am
VENUE	Blouberg Municipal Offices - Council Chamber

1.3 CLOSING DETAILS

The closing details for project proposal are as follows:

DATE	05 th September 2017
TIME	11:00am
VENUE	Blouberg Municipal Offices –(Tender Box) Reception Area

2. FORMAT OF PROPOSAL

The format of the proposal must follow the information below as a guideline to ensure uniformity of approach, and to enable proper evaluation of proposals received:

- Detailed Company Profile.
- Recent CSD report of less than 3 months
- Certified ID copies of owner/s
- Certified B-BBEE Certificate issued by accredited agency (Non submission will be awarded zero (0) points.
- Recent proof of municipal rates and taxes from billing municipality or copy of signed Lease agreement

Note: Failure to submit copy of BBBEE certificate will not disqualify the bidders but failure to submit other documents will lead to your bid been non responsive.

Under functionality bidders must achieve a minimum of 70 points for functionality in order to be considered for further evaluation. Bidders who score less than minimum of 70 points will be disqualified.

4. SCOPE OF WORK/DELIVERABLES

4.1

- Double Room(7 nights sharing per 2(40 Rooms)
- Single Room(7 nights (17 Rooms)
- Single Room(9 nights (03 Rooms)
- Lunch (6 days)-97 People
- Lunch (8 days)-03 People
- Breakfast(9 days)-03 People
- Supper(9 days)-03 People
- Breakfast(7 days)-97 People
- Supper(7days)-97 People

5. EVALUATION CRITERIA

- 1.1. The bid will be evaluated on the 80/20 preference point system as prescribed by recent preferential procurement policy framework act 5 of 2000 as amended.

6. PRICING

R_____ Vat inclusive/Not Vat inclusive

7. APPOINTMENT OF SERVICE PROVIDER

Blouberg Municipality reserves the right to reject or accept any proposal received. The successful Bidder will be informed in writing and will be requested to accept or reject the offer within a stipulated time.

8. FORM OF AGREEMENT

A Service Level Agreement will be signed with the successful Bidder.

END OF THE TERMS OF REFERENCE.

APPROVED BY

Machaba MJ
MUNICIPAL MANAGER

ANNEXURE A: RETURNABLE FORMS