

BLOUBERG LOCAL MUNICIPALITY

REQUEST FOR PROPOSALS: RENDERING CONFERENCE AND ACCOMMODATION SERVICES FOR 16TH WARD COMMITTEE CONFERENCE FOR TWO DAYS.

TERMS OF REFERENCE

RENDERING CONFERENCE AND ACCOMMODATION SERVICES FOR 16TH WARD COMMITTEE CONFERENCE FOR TWO DAYS

Project Number: BM17/18/19

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ANNEXURE A

RETURNABLE FORMS

BLOUBERG LOCAL MUNICIPALITY

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1. INTRODUCTION

1.1 INVITATION

Blouberg local municipality hereby invite prospective services provider to submit bids for the provision of accommodation and Conference services for 16th ward conference for two days

1.2 BRIEFING SESSION

A compulsory briefing session will be held as follows:

DATE	26 July 2018
TIME	11:00am
VENUE	Blouberg Municipal Offices - Council Chamber

1.3 CLOSING DETAILS

The closing details for project proposal are as follows:

DATE	08 August 2018
TIME	11:00am
VENUE	Blouberg Municipal Offices - Municipal chamber

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
- Proof of Company Registration
- SARS Tax Clearance Certificate
- Certified copy of B-BBEE Certificate(not older than three months)
- Certified ID copies of all directors(not older than three months)
- Municipal rates and taxes for all directors and of company(tribal letter accepted for those residing at villages)
- CSD summary report not older than three months
- Member of ASATA

Note: It is compulsory to also fully complete the returnable forms attached in Annexure A

EVALUATION CRITERIA

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

The bid will be evaluated based on functionality as outline below an

CRITRION	DETAILED	POINTS	MAXIMUM POINTS
ACCOMMODATION Capacity	Ability to accommodate more than 140 people Reference should be in the form of appointment Each appointment letter = 05 point Maximum 06 letters	30	30
Experience	Minimum of 4 years' experience in providing Accommodation services 04 years =10 05 years =15 7+ years =20	20	20
Conference package	Ability to host conference Reference in form of appointment letter Each letter =05 Maximum 04 letters	20	20
Public Liability Insurance	Attach a valid proof of public liability insurance	20	10
TOTAL			80 Points

Bidders must achieve minimum of 65 points for functionality in order to be considered for further evaluation .Bidders who scores less than 65points will not be considered for further evaluation

3. PROJECT DESCRIPTION AND BACKGROUND

Provision of accommodation and meals services for 16th ward committee conference

4. SCOPE OF WORK

ACCOMMODATION TO BE AROUND WATERBERG DISTRICT.

DESCRIPTION	QUANTITY
Provision of accommodation(single rooms) and meals (24-25 August 2018)	125
Standard sharing room and meals (24-25 August 2018)	235
Gala dinner ,decoration and braai meal(red meat ,white meat and boerewors)	360
Dinner at arrival day including 01soft drink per person	360
Conference package including breakfast and lunch X2 days	360
Soft drinks 01 for lunch and 01 Dinner (25 August 2018) 01 Soft drink for lunch(26 August 2018)	360

Provision of accommodation and meals for 16th ward committee conference

5. EVALUATION CRITERIA

Proposals will be evaluated in terms of the revised Preferential Procurement Regulations 2011 and the Supply Chain Management Policy of Blouberg Local municipality. 80/20 preference points system (where 80=price) and (20) B-BBEE will be the criteria for further Evaluation.

6. PRICING

6.1 Provision of accommodation and meals for 16th ward committee conference

R_____ **Vat inclusive/Not Vat inclusive**

7. APPOINTMENT OF SERVICE PROVIDER

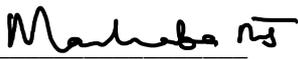
Blouberg Municipality reserves the right to reject or accept any proposal received. The successful Bidder will be informed in writing and will be requested to accept or reject the offer within a stipulated time.

8. FORM OF AGREEMENT

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

END OF THE TERMS OF REFERENCE.

APPROVED BY:



MUNICIPAL MANAGER
MACHABA JUNIAS

ANNEXURE A: RETURNABLE FORMS