



Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes

Environment House, 473 Steve Biko Road; Private Bag X447, Pretoria 0001, South Africa.
Office GF A3 East Tel. 27-12-399 9862 Fax. 27-12-320 5540
www.africainstitute.info

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE AFRICA INSTITUTE

BID: AI/SUPP/02/2024

CLOSING DATE:17/01/2025

CLOSING TIME: 14:30

DESCRIPTION: Appointment of a service provider (travel agency) to provide traveling services (flight tickets bookings) to the staff of the Africa Institute and its visitors for a period of 36 months.

BID DOCUMENTS MAY BE HAND DELIVERED TO:

Hand-delivered to the Institute's offices at: Environmental House, Department of Forestry , Fisheries and Environment,473 Steve Biko, Arcadia, Tshwane/Pretoria. Please enquire at reception.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

NB: TWO BID PROPOSALS MUST BE SUBMITTED, CLEARLY MARKED: ORIGINAL AND COPY



**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER _____
POSTAL ADDRESS _____
STREET ADDRESS _____
TELEPHONE NUMBER CODE _____ NUMBER _____
CELLPHONE NUMBER _____
E-MAIL ADDRESS _____
VAT REGISTRATION NUMBER _____

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? YES/NO
HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? YES or NO
IF YES, WHO WAS THE CERTIFICATE ISSUED BY? _____

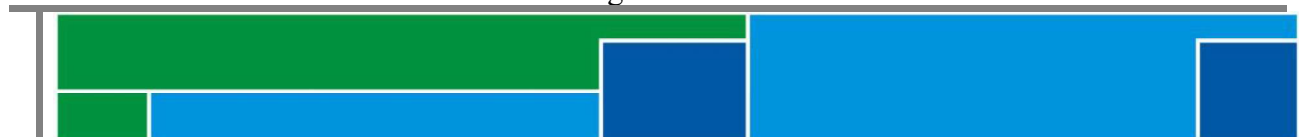
**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN
ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE
GOODS/SERVICES/WORKS OFFERED? YES or NO [IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER _____
DATE _____
CAPACITY UNDER WHICH THIS BID IS SIGNED _____

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Contact Person: Bianca H. Dlamini
Tel : (012) 399 9861
Email: BHDlamini@dffe.gov.za
Contact Person: Neo Masoga
Tel : (012) 399 9862
Email: nmasha@dffe.gov.za



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REQUEST FOR PROPOSALS

PROVISION OF TRAVEL SERVICES (BID No.: AI/SUPP/02/2024)

1. Purpose

To appoint a service provider (travel agency) to provide traveling services (flight tickets bookings) to the staff of the Africa Institute and its visitors for a period of 36 months.

2. Background

The Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes (The Institute) is an organisation established as an Intergovernmental Organization (IGO) based in Pretoria, South Africa. It began operating in 2009. As an Intergovernmental Organization, its supreme governing body known as Council is composed of the representatives of its member countries. The Institute has a staff complement of 6.

In its operation the Institute is guided by its Council approved policies. These ensure that the Institute performs its activities in accordance with best practice. Included in these is the procurement policy, which guides the Institute's procurement of goods and services. In line with this policy a call is herewith issued to all eligible service providers to submit applications to render travel services to the Institute's traveling staff members.

3. Call for Proposals

As an IGO, the Institute interacts on a frequent basis with international community, requiring frequent international travel by members of staff. In addition, the Institute hosts individuals and groups of people from outside the country on a frequent basis. To ensure the fluency of the Institute's travel requirements, there is a need to procure services for flight and accommodation bookings. The services required are for international and local travel.

Interested and eligible service providers are invited to submit proposals on how best to meet the needs of the Africa Institute. The proposals should include the following:

- (i) The service provider's capacity to render the service, detailing available resources and all relevant conditions. Information should detail the company profile on its size, human resources, infrastructure, location and verifiable national and international networks, etc. Details of booking methods/systems for the services should also be provided.
- (ii) The extent of flexibility in rendering the service (e.g. operating hours).
- (iii) The pricing structure, with all the necessary details. This should be transparent and inclusive.
- (iv) The service provider's track record, with evidence of such and contactable referees.

Africa Institute shall not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bid.

4. The Service Provider shall be required to

- Provide a minimum of three options for all travel requirements.
- Upon request from the Africa Institute, provide detailed reporting on the services provided, discounts, and benefits received.
- Ensure prompt investigation of any irregularities and complaints as well as providing feedback thereon.
- Submit, within 30 days of provision of a service, detailed invoice(s) for payment by the Africa Institute.

5. Required Documentation

To accompany the proposal shall be the following:

- (a) Valid Tax Clearance Certificate;
- (b) In bids where Consortia/Joint Ventures/Sub-contractors are involved, such shall be clearly indicated and each party shall submit a separate Tax Clearance Certificate before the Adjudication Committee. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.
- (c) Bidders shall submit two identical proposals for each bid clearly marked “original” and “copy”.
- (d) The evaluation of Bids can only be done on the basis of information required by the Africa Institute;
- (e) Bidders failing to meet all the mandatory requirements shall automatically be disqualified.

6. B-BBEE Considerations

- 6.1. Service Providers are requested to submit the original and valid BBEE Status Level Verification Certificate or certified copies thereof failing which the B-BBEE preference points claimed will be forfeited.
- 6.2. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for BBEE but will not be disqualified from the bidding process. They will score zero points.
- 6.3. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.4. A bidder shall not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.
- 6.5. A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capability and ability to execute the sub-contract.

7. Details of where Proposals are to be submitted

The Bids should be marked for the attention of the Executive Director: Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes; and submitted using either of the following methods:

Hand delivery
Environment House Department of Forestry, Fisheries & Environment 473 Steve Biko Road Pretoria, Arcadia 0083

No electronic (e.g. e-mail) submissions will be considered.

8. Duration of the Contract

- 8.1. A successful service provider will enter into a contract with the Africa Institute for the provision of the service for a period of thirty six months.
- 8.2. Before any service can be rendered the service level agreement shall be signed by both Parties (Africa Institute and the successful bidder). Should there be any issue regarding the finalisation of the agreement, the Africa Institute reserves the right to cancel the contract with no cost implications for the Institute.

9. Payment Terms

The Africa Institute undertakes to pay out in full within 14 days all valid claims for services rendered to its satisfaction upon presentation of a substantiated invoice. No payment shall be made where there is outstanding information not submitted by the Service Provider until that outstanding information is submitted.

10. Closing date

The closing date for applications is __17/01/2025____ at __14:30 __. Late submissions will not be considered.

11. Bids Evaluation

11.1. Rating Scale

In evaluating the proposals, the following rating scale shall be used for each of the evaluation criterion.

Outcome	Non-compliant	Poor	Fair	Average	Good	Excellent
Rating/score	0	1	2	3	4	5

11.2. Evaluation Criteria and Weighting

The following is the weighting awarded for each element, and the threshold scores for each:

	Evaluation Criteria	Weight
Functionality	Capacity to provide the required service	45%
	Track Record	10%
	Extent of flexibility	5%
Price	Pricing structure	30%
B-BBEE	B-BBEE	10%

The Bid must score a minimum of 1.8 weighted average in functionality to be evaluated further on price and B-BBEE. Bids that do not meet this minimum threshold will not be evaluated further on other criteria.

12. Enquiries

Should you require further information in this regard, please do not hesitate to contact the following:

Name: Bianca H. Dlamini
Tel: 012 399 9861
e-mail: BHDlamini@dffe.gov.za

Name: Neo Masha
Tel: 012 399 9862
e-mail: NMasha@dffe.gov.za