



**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ONLINE TRAVEL MANAGEMENT SERVICES FOR THE KWAZULU-NATAL SHARKS BOARD MARITIME CENTRE OF EXCELLENCE FOR A PERIOD OF THREE (3) YEARS.**

**Notification of Tender**

The KwaZulu-Natal Sharks Board Maritime Centre of Excellence invites tenders for the following:

Description	Tender No.	Compulsory Briefing Date	Tender Closing Date	Tender Closing Time
Online Travel Management Services to the KwaZulu-Natal Sharks Board Maritime Centre of Excellence for a period of three (3) years. Evaluation will be on mandatory requirement, functionality and 80/20-point on specific goals system.	ZNT24/25KZNSB02	25 September 2024	08 October 2024	11h00

- A compulsory briefing session with the representatives of the KwaZulu-Natal Sharks Board will take place at the Hall, 1a Herrwood Drive uMhlanga Rocks at 11:00 am.
- The Travel agent(s) is required to have a minimum 5 years' experience in comprehensive travel management services, with traceable proof of experience. Proposals must include a minimum four verifiable references letters on company letter head. The reference letters must include the details, duration (start date and end date) and value of the service provided, contactable references, term of the contract and value of the contract. At least two from previous clients where the contracts completed in 2023/24 financial year.
- Valid Original Tax Clearance certificate
- Valid IATA License
- Valid ASATA License
- NB: Only proposals from recognised travel management agencies/companies that are members of the International Air Transport Association (IATA) and Association of South African Travel Agents (ASATA) will be accepted.
- Valid BBBEE Certificate or Affidavit
- Registration on CIPC
- The Travel agent(s) should have a local branch Office in the Durban and/or Durban surrounding areas. Documentary proof in the form of a utility bill not older than 3 months must be submitted proofing this fact.
- Proof of registration with National Treasury Central Supplier Database: NB proof to be printed for NT website.
- All Supply Chain Management inquiries must be addressed to Ms Nonkululeko Khumalo on 031 566 0488 E-mail: [nonkululeko@shark.co.za](mailto:nonkululeko@shark.co.za) and all Technical queries to Ms. Nombulelo Ndlovu on 031 566 0495 E-mail: [nombulelo@shark.co.za](mailto:nombulelo@shark.co.za).
- Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

NO	GUIDELINE FOR CRITERIA	WEIGHT
1.	<b>Proven experience in providing comprehensive travel management services with a minimum of Four verifiable references.</b> <ul style="list-style-type: none"> <li>• Five current client reference &amp; five previous client letters and above = 30</li> <li>• Four current client reference &amp; four previous client letters and above = 15</li> <li>• Three current client reference &amp; three previous client reference letters = 10</li> <li>• Two current client reference and two previous client reference letters = 5</li> </ul>	30
2.	<b>Dedicated Account Manager with Galileo certification</b> <ul style="list-style-type: none"> <li>• Travel related Certificate or Diploma ,10 years' experience and above = 30</li> <li>• Travel related Certificate or Diploma ,8 – 9 Years' Experience = 20</li> <li>• Travel related Certificate or Diploma ,7 minimum Years' Experience = 15</li> <li>• Travel related Certificate or Diploma ,6 minimum Years' Experience = 10</li> <li>• Travel related Certificate or Diploma ,5 minimum Years' Experience = 5</li> </ul>	30
3.	<b>Proposed Methodology</b> <ul style="list-style-type: none"> <li>• Ability to provide a comprehensive air travel, car rental and accommodation services. =10</li> <li>• Demonstrate in-depth knowledge of the industry (e.g. travel options, cost savings value-add services, product knowledge) =10</li> <li>• Ability to facilitate the procurement of hiring conference venues, Symposiums and Workshops. =10</li> </ul>	30
4.	<b>Local Office where the account Manager is based.</b> <ul style="list-style-type: none"> <li>• Durban and surrounding areas = 10</li> <li>• KZN = 5</li> <li>• South Africa (outside KZN) = 3</li> </ul>	10
	<b>TOTAL</b>	<b>100</b>

- A bidder that scores less than **70 of the 100** points allocated in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified and therefore will not be considered for the last phase of evaluation, where the successful bidders will be scored on price and specific goals.
- **Bids Documents Available at KwaZulu – Natal Sharks Board, 1a Herrwood Drive, Umhlanga.**
- **Submission of Bids: Sealed envelopes clearly marked with the relevant bid number, closing date and time and Bidders name must be deposited into the bid box at the Sharks Board premises at the Ground Floor, 1a Herrwood Drive Mhlanga, 4320.**
- **NB: A non – refundable deposit of R300.00 for the tender document is payable into KwaZulu – Natal Sharks Board bank account as mentioned below with reference “Tender”.**
- **The Banking details are as follows: Bank: ABSA, Account Number 1012341080, Account Holder: KZN Sharks Board, Branch: La Lucia Ridge.**
- **The tender document will be available 16 September 2024 – 23 September 2024 during working hours from 08H00 to 15H30. and may be collected upon producing proof of payment (deposit slip: no cash will be accepted).**
- **Tender documents will not be issued on the date of the briefing and after briefing session.**
- **An original valid Tax Clearance Certificate and valid B-BBEE Status Level Verification Certificate must accompany the bid.**