

TENDER: INVITATION FOR TRAVEL SERVICES (CFP/MDDA/2017-3)

In compliance with the Public Finance Management Act of 1999 and the Preferential Procurement Policy Framework Act of 2000, and to ensure a competitive procurement process, the MDDA invites tenders for:

- *Travel Services – Media Development & Diversity Agency (MDDA), for a 36-month contract period.*

For a comprehensive list of specifications for the travel services, refer to the MDDA website at www.mdda.org.za.

Tender documents, in English, are obtainable from Monday, 30th October 2017, at the offices of the Supply Chain Management Unit, MDDA, 1st Floor, 5 St Davids Place, Parktown, Johannesburg, from Ms Faith Morokane or Mr Mashudu Mathobo, Tel. 011 643 1100 between 09h00 and 15h30.

Alternatively, the documents may be downloaded from the website:
www.mdda.org.za.

Sealed tenders, with the wording: “Tender: Travel Services” (CFP/MDDA/2017-3) MDDA” clearly endorsed on the envelope, must be deposited in the Tender Box at the offices of the MDDA, 1st Floor, 5 St Davids Place, Parktown.

The closing date and time of the tender is on 27 November 2017 at 12h00.

Tenders must be valid for 90 days after the closing date. Tenders shall be evaluated in terms of the Preferential Procurement Regulations, 2011.

The MDDA does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. Tenders are subject to the

General Conditions of Contract and the Supply Chain Management Policy of the MDDA.

Please refer enquiries to Faith Morokane of Mashudu Mathobo at telephone number: 011 643 1100.

Closing Date: 27 November 2017 – 12h00

The Media Development and Diversity Agency (MDDA) is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies to assist in developing community and small commercial media in South Africa, in terms of the MDDA Act No. 14 of 2002.

Request for quotation

TRAVEL MANAGEMENT SERVICES

RFP/MDDA/2017-03

1. Introduction

The Media Development and Diversity Agency (MDDA) is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies to assist in developing community and small commercial media in South Africa, in terms of the MDDA Act No 14 of 2002.

2. Terms of Reference

2.1 Purpose

- 2.1.1 To provide travel and accommodation booking arrangements based on specified travel requests and the needs of MDDA staff, lodged in terms of a specified process
- 2.1.2 To provide MDDA with monthly and annual management reports and relate costs of services provides to MDDA in terms of predetermined format/s
- 2.1.3 To make an undertaking to disclose information on standing agreement with clients (eg hotels, venues, car hires, shuttle services and airline etc) as part of the value chain

2.2 Functions to be performed

- 2.2.1 Arranging and booking domestic and international accommodation

- 2.2.2 Arrange bookings domestic and international air travel
- 2.2.3 Arranging and booking motor-vehicle hire/rental for domestic and international
- 2.2.4 Arranging suitable point-point shuttle transfers;
- 2.2.5 Arranging for visa applications and visa where necessary;
- 2.2.6 Arranging for foreign exchange for international travel;
- 2.2.7 Providing support services for MDDA staff to obtain passports;
- 2.2.8 Providing conference, related travel and accommodation arrangements;
- 2.2.9 Providing specialized group travel arrangements;
- 2.2.10 Arranging and/or advising on travel insurance based on selected travel destination where applicable
- 2.2.11 Advising on relevant health precautions related to selected travel destinations, where applicable;
- 2.2.12 Alerting and advising MDDA on any other suitable corporate agreement on offer by another/other Service provider/s in the value chain, as well as on any other travel related matters;
- 2.2.13 Preparing and arranging for delivery of travel tickets, vouchers and relevant documents;
- 2.2.14 Maintaining MDDA's frequent Travelers programs e.g. SAA's Voyager; and
- 2.2.15 Providing 24/7 emergency services for the convenience of MDDA staff travel
- 2.2.16 Travel arrangements for temporary staff, interviews, consultants and others must be preapproved via an order number and invoiced to the MDDA, monthly.
- 2.2.17 Be able to negotiate competitive price and government rates for MDDA

3. Quotation Evaluation Process

The quotation will be evaluated on the functionality and the 80/20 preference point system as stipulated in the MDDA Supply Chain Management Policy, the Preferential Procurement Policy Framework Act and its associated Regulations.

Criteria	Points
Price	80
B-BBEE	20
Total	100

4. **Requirements**

Interested individuals / and or organizations should submit the following information:

- 4.1 An organizational profile or CV, with three contactable referees
- 4.2 CV's of the people who will be responsible for the project
- 4.3 Submit an outline of the process to be followed
- 4.4 Detailed workplan and budget
- 4.5 SANAS Accredited Broad-Based Black Economic Empowerment Status Level Certificate
- 4.6 CSD registration forms
- 4.7 SBD 4 (obtainable from the MDDA website)

5. **Reference Documents**

- MDDA Act, No.14 of 2002
- MDDA Regulations, No. 25570 of 2003
- Public Finance Management Act of 1999
- Treasury Regulations

(All reference documents are available on the MDDA website at www.mdda.org.za and Government website www.gov.za)

6. Timeframes

The contract will be awarded for a period of 3 years (36 months, subject to an assessment of the service received. The service will be evaluated based on performance criteria as contained in an agreement with the service provider on annual basis.

7. Control Mechanisms

7.1 A formal communication structure is required to ensure that the delivery requirements are met by service provider in respect of:

- Appointment letter
- Contract

7.2 The service provider will work in close collaboration with designated MDDA staff to ensure effective and efficient implementation of the service

7.3 Only once the with order number has been approved by the appropriate authority, may the Travel Agency issue tickets, accommodation and car hire voucher, and any other travel documentation

7.4 Travel bookings arranged telephonically or by e-mail or fax must be confirmed in writing with the traveler. The Travel Agency is to obtain the order number from the MDDA.

8. General

Payment is strictly on the basis of the invoice.

Proposal to conduct the above and a reasonable quotation may be hand delivered to: 1st Floor, 5 St Davids Place, Parktown, opposite the Sunnyside Park Hotel or by email to finance department.

Ms Faith Morokane : faith@mdda.org.za / mashudu@mdda.org.za

Mr Mashudu Mathobo

Tel : 011 643 1100

Due date : **27 November 2017**

Time : 12H00 PM

N.B Late submission will not be accepted.