



RICHMOND MUNICIPALITY **UMKHANDLU WASEKHAYA RICHMOND**

INVITATION TO TENDER

PROVISION OF TRAVEL AGENCY IN RESPECT TO TRAVEL, CAR HIRE AND ACCOMMODATION FOR PERIOD OF THREE (3) YEARS

TENDER NUMBER 22/2023/2024

Bids are hereby invited by the Richmond Municipality for the Provision of Travel Agency in respect of Travel, Car Hire and Accommodation for the period of **three (3) years** commencing from **01 July 2024 to 30 June 2027**.

INVITATION FOR THE SERVICE PROVIDERS TO FORM A PANEL OF LEGAL ADVISORS FOR PERIOD OF THREE (3) YEARS

TENDER NUMBER 21/2023/2024

The Richmond Municipality seeks professional service providers with an office based in KwaZulu-Natal to be placed on the Panel of Legal Advisors to assist Corporate Services Department of the Municipality. The Corporate Service Department is responsible for the Municipality's legal related work which, inter alia, includes the following: Contract Management; Litigations and Claims; compliance; Debts Collection; Labour relations and Public Law. The contract will be for a period of **three (3) years**.

FOR THE ABOVE TWO (2) BIDS:

Only bidders who are registered with National Treasury Suppliers Database (CSD) will be eligible to bid.

A non-refundable fee of **R558.40** is payable for each bid document of which only cash will be accepted, bid document may be obtained from the Budget and Treasury Office during normal working hours (08h00 - 16h00) Monday to Friday at **Municipal Offices, 57 Shepstone Street Richmond as from the date of an advert.**

The tender will be adjudicated via two stages of which the first stage will be functionality and the second stage will be **80 (price):20** (specific goals) Preference Point Systems. Each bidder must score a minimum of 70 points for functionality to be considered for the second stage of evaluation.

The completed tender documents complying with the conditions of tender must be sealed and endorsed **"WITH RELEVANT TENDER NAME AND TENDER NUMBER"** and must be hand delivered and deposited in the official tender box located at the **Reception area of the Richmond Municipality at 57 Shepstone Street** during the office hours from 08h00 to 16h00 Monday to Friday.

The closing date for the tender is **04 June 2024 at 10h00am** which will be followed by a public opening. Facsimile, electronic and late bids **WILL NOT** be accepted. Documents received post-closing date and time will be returned unopened.

Enquiries are to be directed as follows: (a) Technical enquiries: Mrs G. Maphumulo, on tel: (033) 212 2155, or e-mail: gugu.maphumulo@richmond.gov.za **(b) SCM/ Bid Document enquiries:** Mr Sandile Sithole, on tel: (033) 212 2155, or e-mail: sandile.sithole@richmond.gov.za

The Richmond Municipality is not obliged to accept the lowest bid or any part thereof and in addition reserves the right not to accept any bid and therefore retains the right not to proceed herein.

MUNICIPAL MANAGER