

MTC17-24-0 PROVISION OF TRAVEL MANAGEMENT SERVICES FOR MTC

Briefing Meeting

Date: 19th March 2024

**By: Yolandi Van Wyk(Procurement)
Nancy Ntelamo (MD's Office)**



EVALUATION PROCESS

- First technical compliance (preliminary evaluation to sort out solutions meeting the “deal breaker” criteria) – no scoring
 - Example of deal break criteria
 - ANTA Certificate (association of Namibia travel agency)
 - IATA Certificate (international air transport association)

EVALUATION PROCESS

- Secondly, technical capability scoring out of a 100% such as:
 - Technical specification strength
 - Financial strength
 - Experience
 - Relevance of reference
 - Value added service

MTC usually calls for presentations from tenderers at this stage



EVALUATION PROCESS

- Thirdly commercial evaluation – making sure prices are comparable on all shortlisted offers:
 - All-inclusive prices as per the price schedule

MTC BEE POLICY APPLICATION

- BEE price advantage is a maximum of 10% or N\$100k per contract
- SME price advantage is a maximum of 2% or N\$100k per contract

HOW TO ALIGN WITH BEE REQUIREMENTS

- Submit all or any BEE related documentation:
 - NPPC certificate
 - Other BEE agencies verifications certificates
 - SME certificates
 - A strong motivation with deadlines on how the knowledge and skills transfer plan is going to be handled



SUMMARY OF DEADLINES

ACTION	DUE DATE
TENDER DOCUMENTS AVAILABILITY:	THURSDAY, 14 th March 2024
BRIEFING MEETING	TUESDAY, 19 th MARCH 2024 @ 10H00
SUBMISSION OF QUESTIONS:	FRIDAY, 22 nd MARCH 2024
MTC RESPONSE TO QUESTIONS:	WEDNESDAY, 27 th MARCH 2024
TENDER CLOSING DATE:	FRIDAY, 5 th APRIL 2024 BY 14:30

WEBSITE SUBMISSION

- All soft copies must be uploaded on the MTC website, the link for submission is listed below:
- **<https://www.mtc.com.na/procurement/tenders>**
- Should tenderers experience any technical difficulties you are encouraged to contact the MTC Procurement Department for assistance before the deadline via (**tenders@mtc.com.na**).
- **NB:** For each tender, the apply button is located on the right side of the screen.
- Should you have difficulties uploading, we have a step by step manual on the procurement website.

BRIEF IN A NUTSHELL

REQUIREMENTS

 The aim of the RFP (Request for Proposal) is to identify an experienced and qualified travel agency to provide the following services:

- ❑ Booking, issuing and delivery of flight tickets (domestic, regional and international)
- ❑ Booking of accommodation (domestic, regional and international)
- ❑ Car rental arrangements (domestic regional and international)
- ❑ Shuttle Services (domestic regional and international)
- ❑ Advise the staff member on the most suitable travel option for the mission and where applicable, to explain the appropriate options to the staff members
- ❑ Provide travel insurance
- ❑ Provide professional VISA services
- ❑ Shuttle services

REQUIREMENTS

It is important that the company submit a comprehensive company profile detailing the experience, references and operating hours.

The following information should be provided:

- ❑ Annual Turnover
- ❑ Office Location
- ❑ Number of staff per office location
- ❑ Financial Statement for the past 6 months
- ❑ Proof of travel insurance

REQUIREMENTS

Please take note that MTC is a dynamic company and requires a travel management agency that is flexible (respond on short notice) and able to work after hours.

The MTC account is approximately **N\$10 000 000.00** per annum.

QUESTIONS?



THANK YOU

