



SUPPLY CHAIN MANAGEMENT
Room K 016
FIRST AVE ENTRANCE
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FAX-2-E-MAIL: 086 729 6757
E-MAIL: quotation@pacofs.co.za

INVITATION FOR A QUOTATION

REFERENCE NUMBER: RFQ/TRAVELMANAGEMENTCOMPANY/2023

PACOFs urgently requests the services of a seasoned travel management company (TMC) to source quotations on behalf of the entity. The TMC will assist the entity with travel and accommodation services for a period of 24 months on a need basis.

Kindly provide PACOFs with a signed quotation for Travel and Accommodation as follows. Kindly complete SBD forms and send with your quotation.

SPECIFICATION

The service provider will be required to:

- Provide quotations and arrange for all forms of travel when requested.
- Provide quotations and arrange all forms of accommodation when requested.
- Be available to provide the above-mentioned services even after hours.

SPECIFICATION Travel Management Services – Rate Per Person – Per Transaction		
No.	Description	Rate in Rands per transaction
1	Air Travel - Domestic	
2	Air Travel - International	
3	Car Rental - Domestic	
4	Accommodation - Domestic	
5	Accommodation - International	
6	Conferencing – Domestic	
7	Bus/Coach Bookings	
8	Transfers/Shuttle Services – Domestic	
9	Transfers/Shuttle Services - International	
10	Changes to bookings	
11	Cancellations	
12	After hour services	
<u>Total</u>		
<u>VAT (only if VAT registered)</u>		
<u>Total Price Incl/Excl Vat</u>		

MANDATORY REQUIREMENTS

- Service providers are required to provide 5 reference/appointment letters of travel management contracts similar awarded and complete. The reference/appointment letters should indicate contactable details.
- A detailed company profile should be provided.
- Bank grading C letter of the company.
- Proof of registration with Association of South African Travel Agents (ASATA) must be provided.

NB: Failure to provide a clear quotation and mandatory requirements as requested will result in a non-responsive proposal and will lead to disqualification.

For any queries, please contact Supply Chain at quotation@pacofs.co.za or 051 – 447-7771

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a SARS Tax Compliance Pin and B-BBEE certificate.
2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.
3. Evaluation criteria 80/20 will be applicable as per Preferential Procurement Regulations 2022.
4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/ documentation/. The CSD report shall be used to verify claim of such points.
5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

VERY IMPORTANT NOTICE!

1. PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.
2. PAYMENT WILL BE DONE WITHIN 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.
3. BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.
4. PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.
5. THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).
6. IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.
7. NO CESSIONS WILL BE SIGNED.
8. A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.
12. PACOFS RESERVES THE RIGHT TO AWARD OR WITHDRAW THE BID.
13. NO PREPAYMENT/UPFRONT PAYMENT WILL BE MADE BY PACOFS.

OPENING DATE: 22 SEPTEMBER 2023

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

04 OCTOBER 2023 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za

No late submission will be accepted!