Annexure A3

ONLINE BOOKING TOOL PRESENTATION EVALUATION SCORECARD

ANNEXURE A3: ONLINE BOOKING TOOL PRESENTATION EVALUATION SCORECARD

The Bidders will be evaluated according to the online booking tool presentation evaluation scorecard criteria in the scorecard below.

#	EVALUATION CRITERIA	WEIGHT	RATINGS SCORE
PRESENTATION			
1. OBT RESERVATIONS (ONLINE)		**50**	
1.1	**Demonstrate Online Booking Management & Process Integration** • **Management of All Online Bookings** (End-to-End Coordination & Oversight) • **Online Travel Request Booking Process Flow** (Step-by-Step Workflow on OBT) • **Automated Order Number Linking** (Seamless Integration of Travel Requests) • **Configuration of NT Negotiated Rates on OBT** (Ensuring Visibility for All Categories) • **Full Access to New Negotiated Rates** (Transparency & Compliance Monitoring)	20	**5 = Excellent** All 5 relevant elements are outlined and are aligned to the project with 2 value added services. **4 = Very Good** All 5 relevant elements are outlined and are aligned to the project with 1 value added service. **3 = Good** All 5 relevant elements are outlined and are aligned to the project. **2 = Average** 4 relevant elements are outlined and are aligned to the project. **1 = Poor** Less than 3 elements are outlined
1.2	**Notification Workflows for Approvals** Demonstrate the process of notification workflows to keep all stakeholders informed: • **Travel Booker**: Receives confirmations upon submission, approval, or rejection of the booking request. • **Travel Coordinator**: Gets alerts when a new booking requires policy compliance review.	15	**5 = Excellent** All 3 relevant elements are outlined and are aligned to the project with 2 value added services. **4 = Very Good** All 3 relevant elements are outlined and are aligned to the project with 1 value added service. **3 = Good**

	• **Line Manager**: Is notified of pending approvals and any out-of-policy bookings.		project. **2 = Average** 2 relevant element is outlined and are aligned to the project. **1 = Poor** 1 element is outlined
1.3	**Mobile Application for Flexible Risk Mitigation** • **Real-Time Alerts**: Deliver instant notifications about flight delays, cancellations, gate changes, and other travel disruptions. • **Traveler Tracking**: Monitor travellers' locations to ensure their safety and provide assistance when needed. • **Emergency Assistance**: Offer direct access to emergency contacts and support services, including medical assistance and local emergency numbers. • **Health and Safety Information**: Provide up-to-date information on health advisories, travel restrictions, and safety guidelines relevant to the traveller's destination. • **Communication Tools**: Enable two-way communication between travellers and support teams, allowing for quick dissemination of information and assistance.	15	**5 = Excellent** All 5 relevant elements are outlined and are aligned to the project with 2 value added services. **4 = Very Good** All 5 relevant elements are outlined and are aligned to the project with 1 value added service. **3 = Good** All 5 relevant elements are outlined and are aligned to the project. **2 = Average** 4 relevant elements are outlined and are aligned to the project. **1 = Poor** Less than 3 elements are outlined.
2.	**OBT REPORTING AND INSIGHTS**	**30**	
	Demonstrate On-Demand Data, Insights & Reporting Capabilities • **Real-Time Access to Travel Data & Insights** (Comprehensive Monitoring of Travel Activity) • **Full Visibility of Travel Spend** (Detailed Breakdown Across Categories) • **Traveller Behaviour Trend Analysis** (Identifying Patterns & Policy Compliance)	30	**5 = Excellent** All 8 relevant elements are outlined and are aligned to the project with 2 value added services. **4 = Very Good** All 8 relevant elements are outlined and are aligned to the project with 1 value added service. **3 = Good** All 8 relevant elements are outlined and are aligned to the project.

			2 = Average
	• **AI-Driven Reporting Capabilities** (Automated Insights & Predictive Analytics) • **Dashboard View & Report Conversion** (Excel, PDF, and Customizable Formats) • **Out-of-Policy Bookings Tracking** (Audit Trail for Non-Compliance) • **Missed Savings Identification** (Flagging Cost-Saving Opportunities) • Spend Analysis by Category: o **Total Travel Spend** (Consolidated Overview) o **Flight Expenditure** (Airfare Costs & Savings) o **Accommodation Expenditure** (Hotel & Lodging Costs) o **Car Rental Expenditure** (Vehicle Hire Costs) o **Conference & Events Spend** (Meetings & Venue Costs) o **Shuttle & Transfers Spend** (Ground Transportation Costs)		7 relevant elements are outlined and are aligned to the project. **1 = Poor** Less than 6 elements are outlined.
3.	**TRAVELLER MOBILE APPLICATION**	**20**	
3.1	**Describe Mobile Application Capabilities** • **Traveller Messaging** (Real-Time Communication & Notifications) • **Mobile Approval Requests** (Managers Can Approve Travel on the Go) • **Traveller Itinerary & Booking Confirmations** (Instant Access to Travel Details) • **Urgent Alerts & Traveller Safety Information** (Emergency Updates & Risk Management)	20	**5 = Excellent** All 5 relevant elements are outlined and are aligned to the project with 2 value added services. **4 = Very Good** All 5 relevant elements are outlined and are aligned to the project with 1 value added service. **3 = Good** All 5 relevant elements are outlined and are aligned to the project.

		2 = Average
• **Full Booking Confirmation Functionality** (Travel Booker & Manager Approval for Confirmed Bookings)		4 relevant elements are outlined and are aligned to the project. **1 = Poor** Less than 2 elements are outlined
Total	100	
THRESHOLD	70%	