



1 Cullinan Crescent • Civic Centre • Kimberley • 8301 • enquiries@whag.co.za • 053 8311724/5 • www.whag.co.za

25 February 2026

REQUEST FOR PROPOSAL: PANEL OF TRAVEL MANAGEMENT COMPANIES

The William Humphreys Art Gallery (WHAG) based in Northern Cape is a schedule 3 public entity (not for profit) and public benefit organisation supported by the National Department of Sport, Arts and Culture (DSAC). The William Humphreys Art Gallery provides for the aesthetic and cultural needs of the local community it serves as well as to the people of South Africa and the African continent.

William Humphreys Art Gallery invites proposals for appointment on a panel of travel management companies in full compliance with the Public Finance Management Act (PFMA) Act 1 of 1999 and related regulations.

For enquiries contact Mpho Matsitle at 053 831 1724.

Closing date for proposals is 06 March 2026. Submit written proposals through via email to mpho@whag.co.za.

The William Humphrey Art Gallery reserves the right to accept or reject any or all submissions, appoint one or more service providers, or cancel the process at any stage without incurring liability.

TERMS OF REFERENCE PANEL OF TRAVEL MANAGEMENT COMPANIES

1. Purpose

To appoint one or more reputable Travel Management Companies (TMCs) to a panel to provide travel procurement and management services to the William Humphreys Art Gallery (WHAG) on an as-and-when required basis, in full compliance with the minimum requirements of the National Travel Framework and relevant SCM prescripts.

2. Background

WHAG requires a professional travel management capability to ensure cost-effective, auditable and timely travel arrangements that support the museum's mandate and operational continuity.

3. Scope of Services

The panel of TMCs will be expected to provide the following services:

- End to end air ticketing (domestic and international) and fare management.
- Accommodation sourcing, bookings and bill back management.
- Ground transport (car hire, shuttle services, chauffeured transfers) bookings.
- Visa, passport and travel documentation advisory and processing support.
- Travel insurance facilitation and claims assistance.
- After hours and emergency booking support.
- Reporting and management information (monthly transaction reports, unused ticket registers, commission disclosures, savings reported).
- Traveller duty of care services (alerts, travel advisories, incident handling).

4. Duration of the Panel

The panel will be appointed for a period of thirty-six (36) months, subject to satisfactory performance and continued compliance with WHAG requirements and the National Travel Framework. WHAG reserves the right to review, terminate, or amend the panel in accordance with SCM policies.

5. Nature of Appointment

- Appointment to the panel is non-exclusive.
- Work will be allocated on a quotation/request basis among panel members.
- WHAG reserves the right to invite one or more panel members to quote per assignment.
- Emergency work may be allocated directly to an available panel member.

6. Contractual Arrangements

Successful service providers will enter into a Service Level Agreement (SLA) with WHAG. The SLA will define service standards, response times, pricing mechanisms, and reporting requirements. Payments will be made in accordance with WHAG's financial policies upon receipt of valid invoices and proof of work completed.

7. Performance Management

WHAG will monitor SLA compliance and may suspend or remove TMCs for persistent non-performance, non-disclosure of commissions, or non-compliance with the National Travel Framework and institutional policies.

8. Confidentiality and Ethics

TMCs must maintain confidentiality of all WHAG information and adhere to ethical business practices, including avoidance of conflicts of interest. TMCs must ensure confidentiality of all

WHAG traveller data in compliance with POPIA. Any loyalty rewards accrued shall remain the property of the traveller unless otherwise agreed and recorded.

9. Technical Mandatory Requirements

The Technical Mandatory Requirements are listed below, failure to submit all the documentation requested below will lead to disqualification and bid will not be evaluated further.

Mandatory Criteria	Description	Proof Required
Company Profile	The service provider must have a minimum of three years of experience in travel management services.	Company profile indicating at least three years of rendering travel management services.
Company Experience	The service provider must provide evidence of provision of travel management services	At least three reference letters for travel management services

10. Pricing

The service provider shall provide a detailed cost proposal including fees and expenses. Service Providers shall provide any annual escalation fees for the duration of the contract. Fees must be quoted at an all-inclusive rate for the various levels of the proposed resources/supplies to be utilized.

- TMCs must propose transaction and management fees (per booking) and a clear description of any ancillary costs.
- All supplier rates for travel services must be presented net and non-commissionable where required by WHAG policy aligned to the National Travel Framework.
- TMCs must declare any third-party commissions or incentives and agree to reimburse the institution for commissions attributable to the institution's volumes.

EVALUATION CRITERIA

Pricing and Preferential Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- a. **Pricing** 80 points
- b. **Preferential Points** 20 points

Preferential Points will be awarded as per below scoring:

CRITERION	POINTS	PROOF OF CLAIM
B-BBEE Status	4	Valid B-BBEE verification certificate or an affidavit confirming micro enterprise status.
Businesses Based in the Northern Cape	4	Proof of Business Address
Ownership by Youth	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by Women	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by People with Disabilities	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders

B-BBEE Status Points will be awarded as per below:

B-BBEE STATUS	POINTS
Level 1	4
Level 2	3
Level 3	2
Level 4 and below	1
Non-compliant	0

Ownership Points for Youth, Women, and People with Disabilities will be awarded as per below:

OWNERSHIP	POINTS
Above 50%	4
Above 40%	3
Above 25%	2
Above 10%	1

MANDATORY INFORMATION TO BE SUBMITTED

The written application should be accompanied by the following minimum documentation:

- a) Central Supplier Database (CSD) Registration number.
- b) WHAG SBD 4 Form – Bidder's Disclosure.

*All current and potential creditors/contractors/consultants and other suppliers of goods and services to William Humphreys Art Gallery are required to **self-register** on the government Central Supplier Database. Please visit the CSD website www.csd.gov.za.*



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WHAG-SBD4

BIDDER'S DISCLOSURE

1. Purpose of the form

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

4 DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 4.1 I have read and I understand the contents of this disclosure;
- 4.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 4.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 4.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 4.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 4.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the William Humphreys Art Gallery in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 4.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, 3 and 4 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder