



Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel: (012) 845-2000 – Fax: (012) 348-1089
Website: www.idt.org.za

Request for Quotation

RFQ number: IDT/HO/ TRAV/AGENCY/12/04/2022

Description: REQUEST FOR QUOTATION FOR THE PROVISION OF CORPORATE TRAVEL MANAGEMENT AGENCY SERVICES AT THE INDEPENDENT DEVELOPMENT TRUST FOR A PERIOD OF THREE (3) YEARS.

Closing date and time: 26 APRIL 2022 @ 12:00pm

CSD Number: MAAA_____

Company Name: _____

Submission of quotations: All quotations must be submitted in a sealed envelope on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

National Treasury has recently increased procurement threshold for RFQ from R500 000 to R1 000 000. Please note the RFQ received will be evaluated based on cost per services required and the fees to be charged will not exceed the R1 000 000.

The estimated contract duration for this Travel Agency Management Services is three (3) years. In the event that the Travel Agency fees/charges reach R1000 000 before this 3 year duration, the contract will terminate earlier than the three (3) year planned duration, i.e. on the date that the Travel Agency cumulative fees/charges are at / or around R1000 000.

The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents. The Award of this RFQ may be subjected to price negotiation with the preferred supplier /service provider

The table below is a summary of compulsory and non-compulsory returnable documents/information.

Compulsory Returnable Documents (Mandatory)	<ul style="list-style-type: none"> National Treasury Central Supplier Database (CSD) number MAAA_____ A valid copy of IATA/ ASATA registration certificate Bidders' Disclosure must be completed in full and duly signed (SBD 4) Signed Joint Venture or consortium Agreement Between Parties (if it is a joint venture response) Submission of standard resolution by the Legal Entity, authorising a person dedicates to sign documents on behalf of the bidder
Returnable Documents (Non-Mandatory)	<ul style="list-style-type: none"> Unique SARS Tax Compliance Pin, issued by SARS Bidder's BBB-EE Status level of Contribution
Submission documents	Quotations must be emailed on or before the quotation closing date to: quotations@idt.org.za
Pricing	<ul style="list-style-type: none"> Price must include VAT Only VAT Registered Service providers may charge VAT All cost related to the service required must be included Quotation must be valid for at least 60 days
DELIVERY ADDRESS	Bid documents (Quotations) to be placed in the IDT tender box located in the reception area, of our Head Office: Glenwood Office Park, Cnr Oberon & Sprite Street, Faerie Glen, 0043, Tel: 012 845 2000 . The tender box is accessible from Monday to Friday, 08:30 to 17:00 daily, except holidays.
RFQ contact details for queries	<ul style="list-style-type: none"> All SCM queries related to this RFQ must be submitted in writing to: Melvin-EugeneM@idt.org.za All Technical related Queries must be directed in writing to: JayR@idt.org.za and Melvin-EugeneM@idt.org.za <p>NB: No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.</p>
Contract cancellation	<p>IDT reserves the right to cancel the contract in the event of one or more of the following circumstances:</p> <ul style="list-style-type: none"> Serious discrepancy in the provision of the required services by the Service Provider. Breach by the Service Provider of any of the terms and conditions of the tender. Any action by the Service Provider, which is in breach of law or accepted practices in the commercial transactions. If the Service Provider goes into liquidation voluntarily or otherwise.

TERMS OF REFERENCE
FOR THE REQUEST FOR QUOTATION TO PROVIDE A COMPREHENSIVE CORPORATE
TRAVEL SERVICE TO THE IDT

The IDT wishes to procure the services of a Travel Management Agency to assist the IDT with travel and accommodation bookings and payment of such travel and accommodation on a recuperative basis.

The travel management services required include the following:

1. Air travel booking, car hire and Hotel/B&B accommodation bookings;
2. The travel agent should only act on written instructions or all verbal instructions should be immediately reduced to writing and shared with traveller/approver/finance officer. The IDT will provide designated emails;
3. The travel agency services will mainly include Air, Car and Accommodation bookings;
4. Provide detailed/itemised monthly reports regarding IDT travel cost, separately indicating the Air, car, accommodation and travel agency fees/charges;
5. The travel booking should have a field for a project name and number, as per IDT Great Plains Accounting System. The project name and number will be provided for every booking where applicable;
6. The Travel Management Agency is expected to effect payment of services rendered (Air, car and accommodation) and submit a claim with the relevant supporting evidence to the IDT inclusive of the service fee, surcharges and VAT. The claim should be submitted by the 5th day of every month and it should be accompanied by the statement of account.

IDT HAS OFFICES IN THE FOLLOWING REGIONS:

No	Region	Town
1	National Office -Pretoria	Pretoria
2	Gauteng (Office based in the National Office)	Pretoria
3	Free State	Bloemfontein
4	North West	Mafikeng
5	Northern Cape	Kimberley
6	KZN	Durban
7	Eastern Cape	East London
8	Limpopo	Polokwane
9	Mpumalanga	Nelspruit

FUNCTIONALITY EVALUATION:**Minimum Requirements-Points out of 100**

	Points Allocation	YES	NO	Points
Travel Management Experience	6yrs to 10yrs (20 points) Yes=20, No=0			
Reference Letters	Minimum of Three Letters not older than 2 year (20 points) submitted, Yes=20, No=0			
Carry Costs of Travel and Bill IDT on a Weekly/ Monthly Basis	(40 points allocated for capacity) Yes=40, No=0			
Resource Availability	Travel Agency has more than 5 resources (10 Points) Yes=10, No=5			
Provide Bank Statement for current 6 years	Submitted and more than 6 years Yes=10 Less than 6yrs=5, No=0			

The bidding must achieve a minimum of **80 points** to be considered for Price Evaluation

Pricing schedule for the RFQ

The pricing evaluation of this RFQ will be based on price per service, using the table below. If there is volume discounts applicable, the bidder should provide a schedule of their applicable volume discounts.

PRICE SCHEDULE

Fee Type	Transaction Fee (Vat Inclusive)
Air Reservation fee - Domestic	
Hotel and B & B Reservation fee	
Conference & Event Management fee	
Car Hire Reservation fee	
Airport Parking reservation fees	
After hours extra charges, if applicable	
Airport Transfers Reservation fee	
Reservation of Shuttle Service fee	
Monthly statement fees	
Monthly Administration fees	
Other fees **	
Total Vat Inclusive (In Rands)	R

****Service provide to outline/ include any other fees applicable to the type of services requested**

I, the undersigned, hereby agree to provide all or any portion of the service at the price and under the terms and conditions shown above, subject to and in accordance with the Terms of Quotation shown in this Invitation Document.

Company name:

Company representative name:

Authorised Signature

Date:

CONFIDENTIAL

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 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.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 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:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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.

3.4 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.

3.4 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.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution 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.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 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.

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Signature

.....
Date

.....
Position

.....
Name of bidder