



Special Conditions of Contract

NT013-2025

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT
COMPANY TO THE NATIONAL TREASURY (NT) FOR A PERIOD OF THREE (3) YEARS**

CLOSING DATE: 28 NOVEMBER 2025 AT 11:00 AM

VALIDITY PERIOD: 90 DAYS

S U P P L Y C H A I N M A N A G E M E N T

A LEGISLATIVE AND REGULATORY FRAMEWORK

This bid and all contracts will be subject to the General Conditions of Contract issued in accordance with of the Treasury Regulations 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999), Preferential Procurement Policy Framework Act (PPPFA), NT SCM policy and any other applicable legislation. The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are against the General Conditions of Contract, the Special Conditions of Contract takes precedence.

B. EVALUATION PROCESS AND CRITERIA

1. EVALUATION PROCESS

- 1.1. All bids will be evaluated in terms of functionality and preference point system which comprises of the following:

1.1.1 Phase 1A: Initial screening process

- a) In terms of National Treasury Instruction No. 4A of 2016/2017 regarding the National Central Supplier Database (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:
- Business registration, including details of directorship and membership.
 - Bank Account holder information.
 - In the service of the State status.
 - Tax compliance status.
 - Identity number.
 - Tender default and restriction status; and
 - Any additional and supplementary verification information communicated by National Treasury.
- b) **Administrative compliance**
- Duly completed and signed.
- Invitation to bid – SBD 1
 - Pricing schedule SBD 3.3
 - Declaration of interest–SBD 4
 - Preference Point Claim Form – SBD 6.1
 - Provide ID copies for all managing Directors.
 - CIPC

1.1.2 Phase 1B: Functionality evaluation as per attached Terms of Reference

- a) Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.

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- b) Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- c) Bidders will not rate themselves but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- d) The panel members will individually evaluate the responses received against the following criteria as set out below:
- e) Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- f) The technical proposal will be scored out of 100 points, with a minimum threshold of 65% required. Bidders that do not meet the minimum functionality threshold of 65% will not be considered for further evaluation and will be regarded as submitting a non-responsive proposal. Bidders who meet the minimum threshold of 65% in the functionality evaluation will proceed to the next stage of evaluation, which involves a presentation.
- g) Bidders will be evaluated on the functionality evaluation criteria in a table below:

Table 1: Technical Evaluation Criteria

	Technical Evaluation Criterion	Weight	Rating Scores
1	Company Experience	15	Ratings
1.1	<p>Proven Track Record</p> <p>Three (3) Contactable reference letters within the past ten (10) years (2015 – closing of the bid date) from the Public Sector for Travel Management Services.</p> <p>The reference letters should be:</p> <ul style="list-style-type: none"> • In the client's letterhead • Indicate the description of the service rendered, • Indicate the actual dates of the contract – start and end date. • Reference letters should be dated and signed. • Completed and satisfactory status <p>Qualifier: The letter should state all the points above; failure to comply with the above the letter</p>	15	<p>1 – Poor</p> <p>1 contactable reference letter (2015 to closing of the bid date)</p> <p>2 - Fair</p> <p>2 contactable reference letters within 10 years (2015 to closing of the bid date)</p> <p>3 - Satisfactory</p> <p>3 contactable reference letters within 10 years (2015 to closing of the bid date)</p> <p>4 - Good</p> <p>4 contactable reference letters within 10 years (2015 to closing of the bid date)</p> <p>5 - Excellent</p> <p>5 contactable reference letters within 10 years (2015 to closing of the bid date)</p>

	<i>will not be accepted. Incomplete or ongoing projects will not be considered. Where an extension has been granted, the bidders must have completed the term of the initial contract.</i>		
2	KEY PROJECT EXPERTISE, QUALIFICATION, AND EXPERIENCE (Refer to paragraph 4 for alignment)		
2.1	Key resource qualifications and experience	45	
2.1.1	Accounts Manager <u>Project Account Manager X1: Qualifications</u> Bachelor's degree in Travel Management/ Sales/ Business Management/ Communications/ Marketing and Customer Relationship Management/ Business Administration, or any other related business/accounting qualifications.	5	1 = Matric (NQF 4) 2 = Higher certificate (NQF 5) 3 = National Diploma/ (NQF6) 4 = Bachelors' Degree/Advanced Diploma (NQF 7) 5 = Honours degree or Post Graduate Diploma (NQF 8) or higher.
2.1.2	<u>Project Account Manager: Experience</u> Minimum of 5 years' experience in Travel Management (Refer to paragraph 4A):	10	1 = 2 years or less relevant experience. 2 = 3 – 4 years relevant experience. 3 = 5 years' relevant experience. 4 = 6 - 7 years of relevant experience 5 = 8 or more years of relevant experience.
2.1.3	<u>Operations Manager X1: Qualifications</u> National diploma in hospitality/ tourism/ business/ or relevant field.	5	1 = Matric or less 2 = Higher Certificate (NQF 5) 3 = National Diploma/ (NQF6) 4 = Bachelors' Degree/Advanced Diploma (NQF 7) 5 = Honours degree or Post Graduate Diploma (NQF 8) or higher

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2.1.4	<p><u>Operations Manager: Experience</u></p> <p>Minimum of three (3) years of experience in the travel or hospitality industry (Refer to Paragraph 4B).</p>	5	<p>1 = 1 year or less relevant experience.</p> <p>2 = 2 years of relevant experience.</p> <p>3 = 3 years' relevant experience.</p> <p>4 = 4 years of relevant experience.</p> <p>5 = 5 or more years of relevant experience.</p>
2.1.5	<p><u>Travel Consultants X2: Qualification</u></p> <p>Minimum qualification: National diploma in hospitality/ tourism/ business management or relevant qualification.</p>	10	<p>1 = Matric or less</p> <p>2 = Higher Certificate (NQF 5)</p> <p>3 = National Diploma/ (NQF6)</p> <p>4 = Bachelors' Degree/Advanced Diploma (NQF 7)</p> <p>5 = Honours degree or Post Graduate Diploma (NQF 8) or higher</p>
2.1.6	<p><u>Travel Consultants X2: Experience</u></p> <p>Minimum three (3) years of experience in the travel or hospitality industry (Refer to paragraph 4C).</p>	10	<p>1 = 1 year or less relevant experience.</p> <p>2 = 2 years of relevant experience.</p> <p>3 = 3 years' relevant experience.</p> <p>4 = 4 years of relevant experience.</p> <p>5 = 5 or more years of relevant experience.</p>
3	<p>Methodology and Approach</p> <p>Qualifier: Methodology that is clear, relevant, feasible, and supported by evidence</p> <p>Bidders to submit a Methodology for travel management services covering, amongst others:</p>	40	Rating Scores
3.1	<p>Describe the Booking process (individuals and group bookings) and provide evidence.</p> <p>Detailed narrative outlining the end-to-end booking process (from request to confirmation) for domestic, regional (African Continent) and international, bookings including executives and VIPs bookings.</p> <p>Sample travel itinerary and confirmation document.</p> <p>Description of how multi-component bookings (flights, accommodation, car hire) are managed seamlessly.</p>	15	<p>1– Poor</p> <p>Describe and provide 1 evidence of travel itinerary for domestic</p> <p>Describe and provide 1 evidence of travel itinerary for international including executives and VIPs</p> <p>Describe and provide 1 evidence of itinerary for Meetings & Conferences Arrangements</p> <p>Describe and provide 1 evidence of itinerary for Event Venue Bookings & Coordination</p>

	<p>Describe Managing group bookings, Meetings & conferences arrangements, Event Venue Bookings & Coordination, Group Flight Reservations, Hotel Block Bookings, Ground Transportation & Logistics.</p> <p>Turnaround time commitments (e.g., how long from request to booking confirmation).</p> <p>Evidence of individuals, Group bookings, itineraries, notifications, etc.</p>	<p>2 – Fair</p> <p>Describe and provide 2 evidence of a travel itinerary for domestic for a different destination</p> <p>Describe and provide 2 evidence of travel itinerary for international including executives and VIPs</p> <p>Describe and provide 2 evidence of itinerary for Meetings & Conferences Arrangement</p> <p>Describe and provide 2 evidence itineraries for Event Venue Bookings & Coordination.</p> <p>3 – Satisfactory</p> <p>Describe and provide 3 evidence of a travel itinerary for domestic for a different destination</p> <p>Describe and provide 3 evidence of travel itinerary for international, including executives and VIPs</p> <p>Describe and provide 3 evidence of itinerary for Meetings & Conferences Arrangements</p> <p>Describe and provide 3 evidence of itinerary for Event Venue Bookings & Coordination,</p> <p>4 – Good</p> <p>Describe and provide 4 of a travel itinerary for domestic for a different destination</p> <p>Describe and provide 4 of travel itinerary for international, including executives and VIPs</p> <p>Describe and provide 4 of itinerary for Meetings & Conferences Arrangements</p> <p>Describe and provide 4 of itinerary for Event Venue Bookings & Coordination.</p> <p>5 – Excellent</p> <p>Describe and provide 5 of a travel itinerary for domestic for a different destination</p> <p>Describe and provide 5 of travel itinerary for international, including executives and VIPs</p> <p>Describe and provide 5 of itinerary for Meetings & Conferences Arrangements</p> <p>Describe and provide 5 of itinerary for Event Venue Bookings & Coordination.</p>
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3.2	<p>After-Hours and Emergency Support</p> <p>Description of after-hours and emergency support structure (in-house or outsourced).</p> <p>Escalation process flows with contact details or roles (no names required).</p> <p>Service Level Commitments (response and resolution times)</p> <p>Evidence of current 24/7 service capability (call centre certification, screenshots of after-hours support portal, or procedure manual).</p> <p>Technology, Systems Integration, and Communication</p> <p>Describe the Proposed Booking System & Data Management, including communication capabilities</p> <ul style="list-style-type: none"> • Booking System Overview • Solution Modules in OBT • Access to Non-GDS Inventories • Data & Management Information Handling • Standard & Custom Reports • Technology & Reporting Solutions • Integration with the department's ERP System <p>Evidence of screenshots of the travel management system or booking platform. Sample of consolidated travel report (showing spend, savings, cancellations, unused tickets, etc.). Communication capabilities (e.g., sample SMS/ WhatsApp/ email travel confirmation).</p>	15	<ul style="list-style-type: none"> • After-hours and emergency support structure, • Process flows, • Service Level Commitments, • Call centre certification, screenshots of after-hours support portal, procedure manual. • Booking System Overview, • Solution Modules in OBT, • Access to Non-GDS Inventories, • Data & Management Information Handling, • Standard & Custom Reports, • Technology & Reporting Solutions, • Integration with the department's ERP System. 	<p>0 to 3 = 1 -Poor</p> <p>4 to 5 = 2 - Fair</p> <p>6 to 7 = 3 - Satisfactory</p> <p>8 to 9 =4 - Good</p> <p>10 to 11= 5 - Excellent</p>
3.3	<p>Financial and Cost Management</p> <p>Describe Implementation & Management of Negotiated and Allowable Rates</p>	5	<ul style="list-style-type: none"> • Implementation of Negotiated & Maximum Allowable Rates, 	<p>0 to 2 = 1 -Poor</p> <p>3 to 5 = 2 - Fair</p> <p>6 to 8 = 3 - Satisfactory</p>

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	<ul style="list-style-type: none"> • Implementation of Negotiated & Maximum Allowable Rates • 30-Day Bill-Back Account Facility Management • Pre-Payment Handling for Smaller B&Bs & Guesthouses • Invoicing Process & Discrepancy Resolution • Timely Invoice Provision • Credit Card Reconciliation Process <p>Describe Strategic Cost Savings Plan & Compliance Monitoring</p> <ul style="list-style-type: none"> • Comprehensive Cost Savings Strategy • Targeted Cost Reduction Areas • Cost Savings Alerts During Travel Requests • Tracking Out-of-Policy Bookings • Data Analysis for Policy Compliance • Annual Travel Spend Optimization Reporting & Benchmarking <p>Evidence of System screenshots showing rate caps and policy rules in OBT, Process flowchart for 30-day billing cycle, etc.</p>		<ul style="list-style-type: none"> • 30-Day Bill-Back Account Facility Management, • Pre-Payment Handling for Smaller B&Bs & Guesthouses, • Invoicing Process & Discrepancy Resolution, • Timely Invoice Provision and Credit Card Reconciliation Process. • Comprehensive Cost Savings Strategy • Targeted Cost Reduction Areas • Cost Savings Alerts During Travel Requests • Tracking Out-of-Policy Bookings • Data Analysis for Policy Compliance • Data Analysis for Policy Compliance • Annual Travel Spend Optimization Reporting & Benchmarking 	<p>9 to 10 = 4 - Good</p> <p>11 to 12 = 5 - Excellent</p>
3.4	<p>Account Management</p> <p>Describe Account Management, Quality Control & Service Assurance, Site inspections</p> <ul style="list-style-type: none"> • Proposed Account Management Structure • Quality Control Procedures • Handling of Queries, Requests, Changes & Cancellations • Complaint Handling Procedure • Customer Satisfaction Surveys • Workshops & Training for Travellers & Travel Bookers 	5	<ul style="list-style-type: none"> • Proposed Account Management Structure • Quality Control Procedures • Handling of Queries, Requests, Changes & Cancellations • Complaint Handling Procedure • Customer Satisfaction Surveys • Workshops & Training for Travellers & Travel Bookers 	<p>0 to 1 = 1 -Poor</p> <p>2 = 2 - Fair</p> <p>3 = 3 - Satisfactory</p> <p>4 to 5 = 4 - Good</p> <p>6 = 5 - Excellent</p>

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	Evidence of training manual, customer survey conducted, etc			
	Total	100		
	THRESHOLD	65%		

Presentations will be used to verify the bidder's specific knowledge, experience and abilities in area/s specified in the evaluation criteria table below.

The presentation session will be conducted during the due diligence.

Presentations will be used to verify the bidder's specific knowledge, experience, and abilities in the area/s specified in the evaluation criteria table below.

Bidders who do not meet the minimum threshold of 65% on presentation will not be evaluated further on price and specific goals.

Table 2: Online booking tool presentation criteria

	Evaluation Criterion	Weight	Rating Scores	
1	OBT RESERVATIONS (ONLINE)	50		
1.1	Onboarding of users on OBT <ul style="list-style-type: none"> Planning and deployment on the system Training of users System integration Support and Maintenance of the system 	20	<ul style="list-style-type: none"> Planning and deployment on the system Training of users System integration Support and Maintenance of the system 	0 = 1 -Poor 1 = 2 - Fair 2 = 3 - Satisfactory 3 = 4 – Good 4 = 5 - Excellent
1.2	Demonstrate Online Booking Management & Process Integration <ul style="list-style-type: none"> Management of All Online Bookings Online Travel Request Booking Process Flow Notification Workflows Automated Order Number Linking Configuration of Negotiated Rates on OBT Full Access to New Negotiated Rates 	30	<ul style="list-style-type: none"> Management of All Online Bookings Online Travel Request Booking Process Flow Notification Workflows Automated Order Number Linking Configuration of Negotiated Rates on OBT Full Access to New Negotiated Rates 	0 to 1 = 1 -Poor 2 = 2 - Fair 3 = 3 - Satisfactory 4 to 5 = 4 - Good 6 = 5 - Excellent
2	OBT REPORTING CAPABILITIES	30		
2.1	Demonstrate on system Demand Data, Insights & Reporting Capabilities <ul style="list-style-type: none"> Real-Time Access to Travel Data & Insights Full Visibility of Travel Spend analysis. Traveller Behaviour Trend Analysis AI-Driven Reporting Capabilities Dashboard View & Report Conversion Out-of-Policy Bookings Tracking Missed Savings Identification 	30	<ul style="list-style-type: none"> Real-Time Access to Travel Data & Insights Full Visibility of Travel Spend analysis. Traveller Behaviour Trend Analysis AI-Driven Reporting Capabilities Dashboard View & Report Conversion Out-of-Policy Bookings Tracking Missed Savings Identification 	0 - 1 = 1 - Poor 2 - 3 = 2 - Fair 4 - 5 = 3 - Satisfactory 6 = 4 – Good 7 = 5 - Excellent
3	TRAVELLER MOBILE APPLICATION	20		
3.1	Demonstrate Mobile Application Capabilities <ul style="list-style-type: none"> Traveller Messaging Mobile Approval Requests Traveller Itinerary & Booking Confirmations 	20	<ul style="list-style-type: none"> Traveller Messaging Mobile Approval Requests Traveller Itinerary & Booking Confirmations 	0 - 1 = 1 - Poor 2 - 3 = 2 - Fair 4 - 5 = 3 - Satisfactory 6 = 4 – Good 7 = 5 - Excellent

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	<ul style="list-style-type: none"> • Urgent Alerts & Traveller Health and Safety Information • Full Booking Confirmation Functionality • Emergency assistance • Traveler tracking 		<ul style="list-style-type: none"> • Urgent Alerts & Traveller Health and Safety Information • Full Booking Confirmation Functionality • Emergency assistance • Traveler tracking 	
	Total	100		
	THRESHOLD	65%		

NB: Bidders who do not meet the set minimum threshold of 65% on presentation will not be evaluated further on price and specific goals.

Each panel member will rate each individual criterion on the score sheet using the following scale:

Value	Description
5 - Excellent	Meets and exceeds the functionality requirements
4 - Very Good	Above average compliance to the requirements
3 - Good	Satisfactory and should be adequate for stated element
2 - Average	Compliance to the requirements
1 - Poor	Unacceptable, does not meet set criteria

TERMS AND CONDITIONS

- The Service Provider will be contracted directly with the National Treasury.
- National Treasury reserves the right to screen and vet shortlisted service providers before appointments.
- National Treasury reserves the right to communicate with the service providers pertaining to information submitted on the closing date and time.
- The contract value should be inclusive of all costs and VAT
- The bidder acknowledges and agrees to fully comply with the Protection of Personal Information Act (POPIA), 2013 (Act No. 4 of 2013) and all relevant data protection legislation in handling any personal and sensitive information provided by the Department during the tender process and thereafter.
- The bidder is required to sign a Non-Disclosure Agreement (NDA) to safeguard the confidentiality of all information provided by the Department during the tender process. This includes, but is not limited

to, any personal, sensitive, or proprietary information. The bidder shall not disclose any such information to any third party without prior written consent from the Department.

- The TMC should ensure due diligence risk management on all third parties involved in all sectors' official bookings, e.g., Property site visits, etc.
- The State may conduct due diligence before the final award or at any time during the contract period, and this may include pre-announced/ non-announced site visits to all sectors, official bookings, including the TMC operational offices.
- During the due diligence process, the information submitted by the bidder is verified, and any misrepresentation thereof may disqualify the bid in whole or in part.
- The State also reserves the right to conduct any evaluation verifications before the final award or at any time during the term contract period.

TERMINATION

The State shall be entitled to terminate this agreement if one or more of the following occur:

- The service provider decides to transfer the contract or cede the contract.
- The service provider does not honour contractual obligations, including the submission of information.
- The service provider is provisionally or finally liquidated, making it impossible for the service provider to perform its functions in terms of this Contract.
- The service provider enters settlement arrangements with their creditors.
- The service provider commits an act of insolvency.
- In the event that the service provider is a member of an unincorporated joint venture or consortium and the membership of such joint venture or Consortium changes.
- The State reserves its right to terminate the Contract in the event that there is a change in ownership of the service provider that has the effect that over 50% ownership of the service provider belongs to the new owner without prior written approval of the State.
 - Either Party may terminate this Contract for breach in the event that the other party fails to comply with any of its obligations in terms of this Contract and has failed to remedy such breach within fourteen (14) calendar days' written notice to remedy such non-compliance.
 - Notwithstanding the provisions above, either Party may terminate this Contract by giving the other Party 30 (thirty) days' written notice to that effect.

DUE DILIGENCE

The State reserves the right to:

- Conduct due diligence during the evaluation process to determine the ability of the bidder to honour contractual obligations that might emanate from this tendering process. The due diligence is not only limited to the bidder but to all parties the bidder might have confirmed to do business with for the fulfilment of the contract that might be awarded.

- Conduct due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.
- Conduct any evaluation verifications prior to final award or at any time during the contract term period.

2. EVALUATION CRITERIA

- a) In terms of regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point for Specific goals in terms of which points are awarded to bidders on the basis of:
- The bidden price (maximum 80 points)
 - Specific goals (maximum 20 points)
- b) The following formula will be used to calculate the points for price in respect of bidders with a Rand value up to R50 000 000:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

A maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender.

The points scored for the specific goal must be added to the points scored.

for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

- c. The State reserves the right to arrange contracts with more than one contractor.

2.1 POINTS

The Preferential Procurement Regulations 2022 were gazetted on 4 November 2022 (No. 47452) with effect from 16 January 2023. The 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

Note to organs of state: 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

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#	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
1	<p>The company is owned by people who are Youth.</p> <ul style="list-style-type: none"> • 100% company owned by youth = 5 points • 75% - 99% company owned by youth = 3 points • 60% - 74% company owned by youth = 2 points • 51%- 59% company owned by youth = 1 points • 0 - 50% company owned by youth = 0 points 	5 points	<p>Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status:</p> <ul style="list-style-type: none"> • Company Registration Certification / document (CIPC) • Certified identification documentation of company director/s • Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). • Agreement for a Consortium, Joint Venture, or Trust.
2	<p>The company is owned by Black people</p> <ul style="list-style-type: none"> • 100% company owned by people who are Black = 10 points • 75% - 99% company owned by people who are Black = 8 points • 60% - 74% company owned by people who are Black = 6 points • 51%- 59% company owned by people who are Black = 3 points • 0 - 50% company owned by people who are Black = 0 points 	10 points	
3.	<p>The company owned by Women.</p> <ul style="list-style-type: none"> • 100% company owned by people who are women = 5 points • 75% - 99% company owned by people who are women = 3 points 	5 points	

	<ul style="list-style-type: none"> • 60% - 74% company owned by people who are women = 2 points • 51%- 59% company owned by people who are women = 1 points • 0 - 50% company owned by people who are women = 0 points 		
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***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim with regard to preferences, in any manner required by the organ of state.

- The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- Bidders are requested to complete the various specific goals forms in order to claim points.
- Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for specific goals.
- The National Treasury may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made with regard to their specific goals.
- Points scored will be rounded off to the nearest 2 decimals.
- In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the bid. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

3. MANDATORY REQUIREMENTS

3.1 A paper-based administrative evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed or attached, such a bid will be eliminated from any further evaluation.

- Submit a copy of a valid ASATA (Association of South African Travel Agents) Membership.
- Submit a copy of a valid International Air Transport Association (IATA) Membership.
- Submit the completed Annexure A2: Pricing Schedule.

FAILURE TO ADHERE TO THE CONDITIONS OF THE BID WILL LEAD TO DISQUALIFICATION.

NOTE: Additional Required Documents (Not for disqualifications)

- a) Proof of company registration on Central Supplier Database Registration (CSD)
- b) In the case of a Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted (which will be verified)
- c) In the case of a Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted.
- d) In the case of a Joint Venture, Consortium, Trust, or Partnership, a Consolidated or for both companies Central Supplier Database Registration (CSD) or both companies' CSD are required.
- e) Tax compliance status verification Pin issued by SARS. (which will be verified)
- f) Submit a copy of the Companies and Intellectual Property Commission (CIPC) registration previously known as CK Document.
- g) Proof of valid registration with Compensation for Occupational Injuries and Disaster (COIDA) (which will be verified).
- h) CVs of the proposed/nominated resource(s) should be submitted in the prescribed format in (Annexure A1). The bidder must provide a CV for the nominated Account Manager (1), operational manager (1), and two (2) CVs for consultants as required below. Each CV must clearly indicate the position, detailed roles, and functions of the resource as per our requirements, and CVs must be signed by the proposed resource and not signed on behalf of the proposed resource. Where a bidder submits more than four (4) CVs, only the first 4 will be considered in order of the required resources listed below. CVs that are not clearly outlined will score the lowest points.

NOTE:

- ***The National Treasury may contact bidders in case additional information is required.***

4. TAX COMPLIANCE STATUS

Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

5. VALUE ADDED TAX

All bid prices must be inclusive of 15% Value-Added Tax where applicable.

6. CLIENT BASE

- 6.1** National Treasury reserves the right to contact references during the evaluation and adjudication process to obtain information.

7. LEGAL IMPLICATIONS

Successful service providers will enter into a service level agreement with National Treasury

8. COMMUNICATION

National Treasury may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for the National Treasury in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

9. SUBMISSION OF BIDS

9.1 ONLINE BID SUBMISSION

9.1.1 Bidders must submit their bids online through the e-Tender Publication portal.

9.1.2 Manual or hardcopy bids are **NOT** acceptable.

9.1.3 The online e-Tender publication portal can be accessed on the following link:
<https://www.etenders.gov.za/>

9.1.4 The link for online bid submission tutorial is attached as <https://youtu.be/B7pNseNJYHM>

9.1.5 Bidders must ensure that bids are uploaded onto the system by the stipulated date and time.

9.1.6 If a bid is late and or loaded incorrectly by the closing date, it will not be accepted and receive further consideration.

9.1.7 Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth, or the size of the number of uploads they are submitting. National Treasury will not be held liable for any challenges experienced by bidders as a result of their technical challenges. Please do not wait for the last hour to submit. Queries sent on the closing date will not be considered, queries should be sent at least a day before the closing date to prevent issues of not receiving assistance and National Treasury will not be held liable resulting in non-submission.

9.1.8 Bidders to adhere to all the rules for the online bid submission.

10. LATE BIDS

Bids received after the closing date and time will **NOT** be accepted for consideration.

11. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in such bids being disqualified.

12. PROHIBITION OF RESTRICTIVE PRACTICES

- a. In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/ are or a contractor(s) was/were involved in:

- directly or indirectly fixing a purchase or selling price or any other trading condition;
 - dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
 - collusive bidding.
- b. If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

13. FRONTING

- a. The National Treasury supports the spirit of broad-based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the National Treasury condemns any form of fronting.

The National Treasury, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such an enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder/contractor concerned.

14. TIMEFRAMES AND FORMAL CONTRACT

Successful bidder(s) will enter into a formal contract with the National Treasury.

15. FUNCTIONALITY/TECHNICAL PROPOSAL

Bid No: **NT013-2025**

Description: **APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE PROVISION OF TRAVEL MANAGEMENT COMPANY TO THE NATIONAL TREASURY (NT) FOR A PERIOD OF THREE (3) YEARS**

Bid closing date and time: **28 NOVEMBER 2025 AT 11H00AM**

16. PRICE/ FINANCIAL PROPOSAL

NT013-2025: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT COMPANY TO THE NATIONAL TREASURY (NT) FOR A PERIOD OF THREE (3) YEARS

Bid No: **NT013-2025**

Description: **APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE PROVISION OF TRAVEL MANAGEMENT COMPANY TO THE NATIONAL TREASURY (NT) FOR A PERIOD OF THREE (3) YEARS**

Bid closing date and time: **28 NOVEMBER 2025 AT 11H00AM**

17 CONTACT DETAILS

General/ Bid enquiries should be in writing to: NTAdministrativeTenders@Treasury.gov.za