## Overview of required services

The Supplier is required to provide rates for the below services (at least 3 options must be provided) at all times for local and international, unless specified otherwise.

1. Economy Class Flights (Domestic and International);
2. Accommodation (Domestic and International);
3. Vehicle hire (Domestic);
4. Assisting in arranging travel insurance (International)
5. Assisting in arranging travel visas (International) (optional)
6. Airport Transfers (Domestic and International)
7. **Accommodation and Vehicle Hire**

The following are MTF requirements regarding accommodation:

**The total flight, accommodation and car rental spend for the 2022/2023 year is at an estimated value of R 972 050.06**

|  |  |  |
| --- | --- | --- |
| **Structure** | **Local** | **International** |
| **Council & CEO** | **4 Star** | **4 Star** |
| **All other Staff** | **3 Star** | **4 Star** |

The accommodation options must include the following:

* Breakfast with coffee or juice / soft drinks / water.
* Dinner with coffee or juice / soft drinks / water.
* Television / DSTV
* WIFI capability.

The following are MTF requirements regarding vehicle hire:

|  |  |  |
| --- | --- | --- |
| **Structure** | **Local** | **International** |
| Council & CEO | Economy Sedan – Class B | Economy sedan / Public Transport |
| All other Staff | Economy Sedan – Class A (except when there are 2 or more people then Class B) | Economy sedan / Public Transport |

The MTF will not be held responsible for travel invoices that do not comply with executives and staff tables above. (Class B for 2 or more people in vehicle)

## Period

The services will be provided for a 3-year period.