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TENDER BULLETIN 1

ENQUIRY NO: CTT0000026852

DESCRIPTION: TRAVEL MANAGEMENT SERVICES

QUESTION 1

Should the Technical Proposal be uploaded as one consolidated PDF document, or should each section (e.g. Transition Plan, Standard Operating Procedure, Company Profile, etc.) be uploaded as separate documents?

ANSWER 1.

Bidders may submit the Technical Proposal as one consolidated PDF document or upload the documents individually under their respective returnable items. All required technical information and supporting documents must be included. **Step 4 – Questionnaire** must be completed before uploading the documents.

QUESTION 2

How should the Returnable Documents be submitted? Should each returnable document be uploaded individually under its respective returnable item on the portal, or should all returnable documents be combined into a single PDF?

ANSWER 2.

Preferably, Returnable Documents should be uploaded individually under their respective returnable items on the portal, where applicable.

QUESTION 3

Are there any file naming conventions, document size limits, or upload requirements that bidders should follow when submitting documents on the portal?

ANSWER 3.

No, but Bidders should ensure that documents are clearly named to facilitate identification and evaluation.

Directors:

Interim Chairman: Mr Tembinkosi Bonakele; Ms Brenda Moagi; Mr Llewellyn Delpoit; Ms Ditsietsi Morabe; Group Chief Executive Officer (acting): Ms Nombulelo Tyandela; Group Chief Financial Officer (acting): Mr Linda Nene; Group Company Secretary: Ms Marlene Khumalo