



REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024



**Request for Quotation:**  
**Panel for Travel Agents for SALB**  
**04 October 2024**

**Closing Date:** Will be open for three weeks (21 days)

**Closing Time:** 16h00

**Submission Via Email:** [noncedo.brukwe@salb.org.za](mailto:noncedo.brukwe@salb.org.za)



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024**

## **Contents**

- 1. General Information**
  - 1.1. Purpose of this document**
  - 1.2. South African Library for the Blind**
- 2. Overview of required services**
  - 2.1. Accommodation, Vehicle Hire and Shuttle services**
- 3. Period**
- 4. Pricing**
- 5. Service Level Agreement**
- 6. Selection and Evaluation Criteria**
- 7. Disclaimer**
- 8. Taxes and Duties**
- 9. Proposal Requirements**
  - 9.1 References**
  - 9.2 Project participants experience**
  - 9.3 Contract agreement**
  - 9.4 Compliance with conditions**
  - 9.5 Lodgment process**
  - 9.6 Confidentiality of responses and security of intellectual property**
  - 9.7 RFP submission**
  - 9.8 Ownership of documents**
  - 9.9 Discrepancies**
  - 9.10 Collusive practices**
  - 9.11 Contact for further information**
  - 9.12 Addenda to response**
  - 9.13 Lingua franca**
  - 9.14 Discounts**
  - 9.15 Disclosure of information**
  - 9.16 Rights reserved**
  - 9.17 Inquiries to be prior to closing date**
- 10. Format of the Bid Response**
- 11. Required Forms**
- 12. Glossary**
- 13. Pricing Schedule**
- 14. Advert**



REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024

**Annexures**

- A : SBD 1 – Invitation to Bid and copy of the Advertisement
- B : SBD 2 – Tax Clearance Requirements
- C : SBD 4 - Bidders Declaration
- D : SBD 6.1 Preference points claim form to the Preferential Procurement Regulations 2011
- E : SBD 7.2 – Contract Form
- F : CSD Registration Vendor Number

**Compulsory returnable documents**

1. Valid Tax Clearance Pin Certificate.
2. Proof of CSD registration stating a compliant tax status as per the closing date:  
**If tax is non-compliant SALB will give the bidder 7 working days to rectify their tax upon award.**
3. Certified copy of Accreditation of IATA (International Air Transport Association)  
Certificate / License
4. Certified copy of Accreditation of ASATA. (Association of South African Travel Agents)  
Certificate / License
5. Fully Completed SBD forms (SBD 1, 4, 6.1)

**If any of the above documents are not submitted your bid will be disqualified and will not proceed for further evaluation.**



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024**

**Functionality returnable documents**

1. Company profile outlining the company years' experience and operating premises address and the methodology of operating in booking of flights, car hire and accommodation.
2. CV's and Certified ID Copies of staff with qualifications and experience.
3. Reference letters (Minimum of three letters of be attached).
4. Please supply your CIPC documents and a list of companies that business was conducted with for the past 36 Months.
5. CV's and Certified ID Copies of key accounts manager with qualifications and experience.
6. List of services that your TAC delivers on a company letterhead.
7. Confirmation on a letterhead if the company has affiliation with international TAC.



# 1. General Information

## Purpose of this document

The South African Library for the Blind (SALB) wishes to appoint a **service provider to provide travel agency services** to personnel of SALB for a period of 24 months.

## South African Library for the Blind

The South African Library for the Blind (SALB) is an entity for the Department of Sports, Recreation, Arts and Culture, and established in accordance with The Constitution of the Republic of South Africa and the Blind Act 91 of 1998.

The Mandate of the SALB is committed in providing quality service to meet, as fully as practically possible, the information needs of all South Africans who are blind or print handicapped.

The SALB is situated in Makanda, in the Eastern Cape Province.

## 2. Overview of required services

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

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

## ACCOMMODATION SERVICES

The following are SALB requirements regarding accommodation:

Structure	Local	International
CEO /BOARD	3 Star	3 Star
All other Staff	3 Star	3 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.



REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024

### VEHICLE HIRE AND SHUTTLE SERVICES

The following are SALB requirements regarding vehicle hire and shuttle services

Structure	Local	International
CEO/ BOARD (car hire/shuttle)	Economy Sedan – Class B	Economy sedan / Public Transport
All other Staff (car hire/shuttle)	Economy Sedan – Class A (except when there are 2 or more people then Class B)	Economy sedan / Public Transport

**The SALB 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)**

### 3. Period

The services will be provided for a 24-month period.

### 4. Pricing

Service Providers must provide a detailed breakdown of the costs and fees. The quotation must be firm and valid for a period of 120 days. The total cost must reflect VAT inclusive amount and transferred onto the SBD 1 provided.

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in the bid.

All assumptions made in preparing the proposal, including all cost factors must be detailed.

It is a condition of this bid that all prices quoted by the Bidder are in Rand with no additional liability flowing to the SALB from any variation in the petrol price or exchange rate between the Rand and any foreign currencies. Such risk must either be carried by the Bidder or covered by means of a forward exchange contract arranged through their bankers. Any cost of such shall be deemed to be included in the tender amount.

The payment policy of SALB is 30 days from the date of receipt of invoice.

Invoices must be submitted within seven (7) days of placing the order.

The Contract Sum shall NOT be subject to any price adjustment by any increase or decrease in the cost of labour or petrol price from the date of submission of the bid to the completion of the contract. The Bidder must make allowance in rates or elsewhere in the tender for any escalation in costs which may occur.

Any proposal that does not include the information required in this paragraph will be disqualified.



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024**

## 5. Service Level Agreement

The successful Service Provider will sign a Service Level Agreement (SLA) that details the terms of the contract including, the scope of work to be delivered, pricing, timeframes and other relevant contractual obligations of both parties.

No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned

## 6. Selection and Evaluation Criteria

SALB needs to be satisfied, in all respects, that the Service Provider selected has the necessary resources, skills, knowledge and experience for this project, and that all submissions are regarded in a fair manner in terms of the evaluation criteria.

Knowledge of government regulations is an advantage. The bidder should have the necessary expertise, capacity and previous experience in transportation services.

The tender will be evaluated on the basis of 80/20 split; with 80 points being allocated for price and 20 points for BBBEE requirements. This is reflected in the table below.

### Price and BEE Status

The procedure for the evaluation of responsive tenders is Method 2 (Price and Preferences) having completed a technical evaluation.

The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's B-BBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

For tenders under a Rand value of R 50 000 000.00

- 80 points are assigned to price and functionality
- Up to 20 points are assigned to B-BBEE status

For tenders above R 50 000 000.00

- 90 points are assigned to price and functionality
- Up to 10 points are assigned to B-BBEE status

Points scored will be rounded off to the nearest 2 decimal places.



REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024

**FORMULA FOR SCORING TENDER PRICE**

The following formula will be used to calculate the points for price:

$$P_s = X [1 - \frac{(P_t - P_{min})}{P_{min}}]$$

Where

$P_s$  = Points scored for comparative price of tender under consideration

$P_t$  = Comparative price of tender under consideration

$P_{min}$  = Comparative price of lowest acceptable tender

$X$  = Points assigned to price

**POINTS AWARDED FOR B-BBEE STATUS LEVEL (10 points)**

The points allocated to a tenderer will be in accordance with the **Preferential Procurement Regulations, 2011** published in Government Gazette No. 34350 dated 8 June 2011.

The following table applies.

B-BBEE Status Level Of Contributor	Number of Points	
	Tenders up to R50 million	Tenders above R50 million
1	20	10
2	18	9
3	16	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
<b>Non-Compliant contributor</b>	0	0



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB**  
**RFQ NO: 003-2024**

**Notes:**

- 1. "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).**
- 2. Bidders must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.**
- 3. Bidders with annual total revenue of R5 million or less qualify as exempted and must submit a certificate; issued by a registered auditor, accounting officer or an accredited verification agency.**
- 4. The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.**
- 5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.**
- 6. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.**
- 7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidding intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bid qualifies for.**



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB**  
**RFQ NO: 003-2024**

8. A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

**TOTAL PREFERENCE POINTS**

The total preference points for a bidder are calculated with the formula

**PP = P<sub>s</sub> + P<sub>bb</sub>** where

**PP** is the total number of preference points scored by the bidder

**P<sub>s</sub>** is the points scored for the comparative price of the bidder, and

**P<sub>bb</sub>** is the number of points awarded to the bidder based on his certified B-BBEE status level

<b>Price</b>	<b>80 / 90</b>
<b>BBBEE</b>	<b>20 / 10</b>
<b>Total points</b>	<b>100</b>
<b>Functionality</b>	<b>100</b>

**Functionality**

<b>Criteria</b>	<b>Weighting</b>
<b>Company years of experience in travel arrangements / bookings</b> <b>(Please supply your CIPC documents and a list of companies that was business was conducted with for the past 36 Months)</b> <ul style="list-style-type: none"> <li>• 5 Years and more – 10</li> <li>• 3 years – 5</li> <li>• Less than 3 years - 0</li> </ul>	10
<b>Experience of key account manager allocated to SALB</b> <b>(Please supply CV of possible key account manager allocated to SALB)</b> <ul style="list-style-type: none"> <li>• 8 -10 Years and more – 20</li> <li>• 6 - 7 Years – 15</li> <li>• 3 - 5 years – 10</li> <li>• Less than 3 years – 0</li> </ul>	20
<b>Please supply certified Copies of ID's of possible staff allocated to SALB</b> <ul style="list-style-type: none"> <li>• 100% South African – 20</li> <li>• 80% South African – 15</li> <li>• 50 % South African – 10</li> <li>• Below 50% South African – 0</li> </ul>	20



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024**

<p><b>TAC can deliver all the services required.</b></p> <ol style="list-style-type: none"> <li>1. Economy Class Flights (Domestic and International);</li> <li>2. Accommodation (Domestic and International);</li> <li>3. Vehicle hire (Domestic)</li> <li>4. Shuttle services</li> <li>5. Assisting in arranging travel insurance (International)</li> <li>6. Assisting in arranging travel visas (International) (optional)</li> </ol> <ul style="list-style-type: none"> <li>• Can deliver all the services above – 20</li> <li>• Can deliver 4 out of the 5 services – 15</li> <li>• Can deliver 3 out of the 5 services – 10</li> <li>• Can only deliver 1 of the 5 services – 0</li> </ul> <p><b>The first three services are essential</b></p>	<b>20</b>
<p><b>List of contactable references (within the last 3 to 5 years)</b></p> <p>A minimum of 3 reference letters must be provided</p> <ul style="list-style-type: none"> <li>• 3 reference and more – 15</li> <li>• 2 references – 10</li> <li>• 1 reference – 5</li> </ul>	<b>15</b>
<p><b>Operating times</b></p> <ul style="list-style-type: none"> <li>• 24Hrs assistance (Weekends and public holidays) - 10</li> <li>• Office hours and after-hours assistance (Weekends and public holidays) – 5</li> <li>• Only office hours 8 to 17:00 – 0</li> </ul>	<b>10</b>
<p><b>Affiliation</b></p> <ul style="list-style-type: none"> <li>• Affiliation with international TAC – 5</li> <li>• No affiliation with international TAC – 0</li> </ul>	<b>5</b>

**Kindly note that the threshold for the Functionality is 70. Any bidder who scores less than 70 points will be disqualified and will not be considered for further evaluation.**



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024**

## 7. Disclaimer

Neither the SALB nor any of its consultants accepts any responsibility to any Bidder or other third parties under the law of contract, tort or otherwise, for any loss or damage which may arise from this RFP, any matter deemed to form part of this RFP, the supporting information or documents referred to in this RFP or any information supplied by, or on behalf of, the SALB.

No unsuccessful Bidder will be entitled to any redress against the SALB if the SALB enters into any agreement in relation to the RFP with any other Bidder.

No warranty or representation is made about the accuracy or completeness of the information contained in this RFP.

Any costs incurred by the Bidders during the development of the Bidder response will be at the Bidder's expense and will not be covered by the SALB.

In respect of this RFP and in addition to other contractual conditions and principles contained herein:

- SALB may elect not to proceed with awarding the bid.
- Bidders will be liable for payment of their own legal costs, whether a contract is entered into; and
- No claims for compensation will lie against the SALB if, following the evaluation of responses, the SALB elects not to conclude a contract with any Bidder.

## 8. Taxes and duties

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, SALB must be in possession of a valid tax clearance certificates/ tax pin submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

## 9. Proposal Requirements

### 9.1 References

The proposal should include at least three references from clients who received similar services over the immediate past 36 months. This should preferably include clients having similar scope of services, industry and scale as the SALB.

The references should include a brief description of the services provided for each client and the SALB must have appropriate access to the clients listed.

The referees must be contactable, and the contact details provided must include:

- Contact person
- Company name
- Telephone number
- Email address
- Cell number (if possible)

The reference letters must be signed, and on a company letterhead (Customer)



REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024

## 9.2. Project participants' experience

Bidders should submit details describing the relevant experience of their proposed staff which will be used to provide the services. The information should include a description of knowledge and relevant experience.

The documentation should adequately describe how the Bidder has performed similar services for similar types or size of organizations.

## 9.3 Contract

The successful Bidder will be required to enter a contractual arrangement with the SALB.

## 9.4 Compliance with conditions

Bidders are required to comply with all terms and conditions set out in this RFQ.

## 9.5 Lodgment process

Responses to this RFQ must be made in printed form. Responses must be delivered in a sealed envelope accompanied by a covering letter on the letterhead of the Bidder's organization, duly signed by an authorized representative of the Bidder's organization.

## 9.6. Confidentiality of responses and security of intellectual property

Responses shall be received and held in confidence. Security procedures apply for all materials received in response to this RFQ.

## 9.7. RFQ submission

The following information is pertinent to the RFP Submission

<b>Closing Date</b>	Open for three (3) weeks (21 days)
<b>Closing Time</b>	16h00

RFP submissions are to be labelled as follows:

<b>Bid Number</b>	RFQ NO 003-2024
<b>Description</b>	RFQ PANEL FOR TRAVEL AGENTS FOR THE SOUTH AFRICAN LIBRARY FOR THE BLIND

Responses must be sent to the following email address.

<b>Email address</b>	noncedo.brukwe@salb.org.za The submission of bid documents must be <b>between 8:00 and 16:00 on weekdays</b>
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**No responses will be accepted after the closing date and time.**



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024**

## **9.8. Ownership of documents**

All documents forming the response to this RFQ shall become the property of the SALB. Intellectual property contained in the response shall remain vested with the Bidder.

## **9.9. Discrepancies**

Bidders are advised that should a discrepancy exist between information contained in this RFQ and any subsequent contract documents then the contract documents will prevail.

## **9.10. Collusive practices**

Except to form a consortium to respond to this RFQ, a Bidder shall not enter into any agreement with any other Bidder or industry association concerning the preparation of a response to this RFQ. But without limiting the foregoing, a Bidder shall agree not to pay any amount to any unsuccessful Bidder.

Evidence of collusion may lead to the rejection of all offers pursuant to this RFQ and Bidders involved in such practices may be barred from tendering for further contracts with SALB. In addition, Bidders found guilty of collusive practices will be reported to the National Treasury and maybe listed on the Database of Restricted Suppliers.

Bidders may be required to provide a declaration confirming that they have not engaged in collusive practices in relation to this RFQ.

This declaration can be found in Appendix B. The Bidder is required to complete the appendix and include it with the Bid that is submitted to SALB.

SALB reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

## **9.11 Contacts for further information**

Bidders wishing to clarify items within this RFQ should contact the SALB representative mentioned below by email. Where the information is not of a confidential nature, SALB reserves the right to distribute copies of all communications to all recipients of the RFQ. Queries should be directed to SALB's SCM indicated below:

**Ms Noncedo Brukwe**

[noncedo.brukwe@salb.org.za](mailto:noncedo.brukwe@salb.org.za) / 046 622 7226

## **9.12 Addenda to response**

Information not specifically required for the RFQ but deemed by the Bidder to be of value to the evaluation shall be included as an addendum to the Response. Addenda should not include advertising brochures or similar material.

Where there is reference to published manuals, the relevant extracts from the manuals and those alone, shall be placed in the addenda.



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024**

### 9.13. Lingua franca

All information supplied in the Bid Response and all communication in this regard shall be in English.

### 9.14. Discounts

The Bidder shall set out any discounts and allowances where appropriate, including discounts for prompt payment.

### 9.15. Disclosure of information

No Bidder shall furnish information, make any statement or issue any document or other written or printed material concerning the acceptance of the response to this RFQ for publication in any form of media without prior written approval of the SALB.

### 9.16. Rights reserved

At its own discretion, the SALB reserves the right:

- to extend the time for lodgment of responses.
- to accept a response in part or in total.
- not to accept any Bid resulting from responses to this RFP, in part or in total.
- to, at its own discretion, vary any of the requirements of the services to be delivered during negotiations with the preferred Bidder.
- terminate the evaluation of responses.
- to invite new responses.
- to determine whether a response will be considered in the event of a material change in a Bidder.
- to negotiate with the closest conforming Bidder if no one Response satisfies all critical requirements.

### 9.17. Inquiries to be prior to closing date

No inquiries, whether in writing or otherwise, shall be made by Bidders following the closing date for responses to the RFP. Breach of this condition may prejudice consideration of the Bidder's response.

A Bidder shall not solicit support from, or in any form canvass any:

- employee or agent of the SALB.
  - committee of the SALB.
  - any consultant or contractor currently engaged by the SALB,
- with respect to any matter pertaining to this RFQ (unless specifically authorised by the SALB to do so). Breach of this condition may prejudice consideration of the Bidder's Response.

## 10. Format of the Bid Response

Bidders must provide a complete and detailed response to each of the issues raised in this RFQ document, and these must be submitted in the prescribed format.

Bidders must submit a signed response in the under-mentioned format.



REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024

For ease of evaluation, Bidders are required to present their Bid documentation under the following headings:

## 11. Required Forms

1. Cover letter clearly stating the name of the organization and the name, address and telephone number of the Bidder's representative.
2. Details of directors and shareholders (and members in the case of close corporations). In the case of wholly owned subsidiaries details of the holding company must also be provided.
3. Provide an organogram of the individuals to be involved on this project and note their designations. Attach detailed résumés of said individuals.
4. A detailed statement of the Bidder's approach and methodology.
5. A statement from an independent auditor / accountant regarding the Bidder's financial standing to undertake this project, the Bidder's turnover per annum over the last 3 years and a statement of estimated turnover of current commitments.
6. Bidders must ensure that the final offer value is correctly carried over to the "OFFER" page, page 2 of SBD 1 (Appendix A). The value depicted on the offer page will be regarded as the tendered amount. The "OFFER" page must be completed in full and signed.
7. Valid Tax Clearance Pin Certificate.
8. Note for joint ventures
  - The items above are to be addressed and completed by **EACH** member of the joint venture.
  - An agreement between all parties of the joint venture is to accompany the Bid submission.
  - BEE status is to be based on a profit-sharing ratio and is to be verified by independent auditors if the tender is successful. This will be for the Bidders cost.

**Failure to comply with the requirements above will result in Bidders been negatively scored for responsiveness or disqualified for non-compliance.**

## 12. Glossary

The following definitions are used within this RFQ:

- 'Bid' means a formal submission by a Bidder in response to the RFQ document
- 'Bidder/s' means an entity or entities submitting a Bid as above in response to the RFQ and include a Bidder Consortium.
- "TAC" means Travel Agent Company.
- 'SALB' means South African Library for the Blind.
- 'Preferred Bidder' means the Bidder selected by the Evaluation Panel to enter negotiations with MTF for the provisions of services.
- 'Service Level Agreement' means the agreement entered between SALB and the Preferred Bidder setting out the terms and conditions for the services to be provided by the Preferred Bidder.
- Words importing the singular include the plural and vice versa and words importing one gender shall include all other genders. Headings are for ease of reference only and shall not affect the interpretation of this agreement.



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024**

Once a Bidder has been selected using the SALB's defined selection criteria they will be required to enter a formal contract with SALB. The details of this contract will be finalized once the Bidder has been selected and all service negotiations are complete.

### 13. Pricing Schedule

SALB has developed the following pricing schedule as a baseline to assist in the evaluation of bids.

Each bidder is required to complete and submit the Pricing Table. (For year 1 and year 2)

Additional price components not included in the pricing table should be clearly itemized below.

**Year 1**

Sub Item	Description	Transaction Fee per person (Excluding Vat)	Vat @ 15%	Transaction Fee per person (Including Vat)
1.	Economy Class Flights (Domestic)	R	R	R
2.	Economy Class Flights (International);	R	R	R
3.	Accommodation (Domestic)	R	R	R
4.	Accommodation (International)	R	R	R
5.	Vehicle Hire	R	R	R
6.	Shuttle Services			
7.	Assisting in arranging travel insurance (International)	R	R	R
8.	Assisting in arranging travel visas (International)	R	R	R
9.	Airport Transfers (Domestic and International)	R	R	R
	<b>Total (Year 1)</b>	<b>R</b>	<b>R</b>	<b>R</b>

**Year 2**

Sub Item	Description	Transaction Fee per person (Excluding Vat)	Vat @ 15%	Transaction Fee per person (Including Vat)
1.	Economy Class Flights (Domestic)	R	R	R
2.	Economy Class Flights (International);	R	R	R
3.	Accommodation (Domestic)	R	R	R
4.	Accommodation (International)	R	R	R
5.	Vehicle Hire	R	R	R
6.	Shuttle Services			
7.	Assisting in arranging travel insurance (International)	R	R	R
8.	Assisting in arranging travel visas (International)	R	R	R
9.	Airport Transfers (Domestic and International)	R	R	R
	<b>Total (Year 2)</b>	<b>R</b>	<b>R</b>	<b>R</b>

**The pricing for the two (2) years must be a firm price and is binding.**



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024**

**Items not Mentioned**


# Advert

**SUPPLIERS ARE HEREBY INVITED TO BID TO SUPPLY TRAVEL AGENT SERVICES TO THE SOUTH AFRICAN LIBRARY FOR THE BLIND**

**RFQ NO 003-2024**

**DESCRIPTION: REQUEST FOR QUOTATION FOR PANEL OF TRAVEL AGENT SERVICES**

**CLOSING DATE: OPENED FOR THREE (3) WEEKS (21 DAYS)**

**CLOSING TIME: 16H00**

Bidders should ensure that documents are timeously emailed to the correct email address. Late Bid documents submitted will not be accepted for consideration. The successful bidder will be required to fill in and sign a written Contract Form.

This bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA) and bid submissions will be evaluated according to the sum of the points awarded in respect of the bid value and the status of the enterprise.

Target goals are as follows: - Points for Price 80; points for BEE Level status 20; total points 100.

Functionality goal is as follows – 70 points thresholds, any supplier who does not score 70 or above will be disqualified.

The South African Library for the Blind does not bind itself to accept the lowest or any other bid in whole or in part.



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB**  
**RFQ NO: 003-2024**

# ANNEXURE A



**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFO NO: 003-2024**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)</b>			
BID NUMBER:		CLOSING DATE:	
DESCRIPTION		CLOSING TIME:	

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).  
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		TCS PIN: <input type="checkbox"/> Yes <input type="checkbox"/> No	OR CSD No: B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
		<input type="checkbox"/>	A REGISTERED AUDITOR
NAME:			

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW ]	

SIGNATURE OF BIDDER	DATE
---------------------	------

CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	
--------------------------------------------------------------------------------------------------------------------------	--

TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE (ALL INCLUSIVE)
-------------------------------	---------------------------------

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			



## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |                                                                      |                                                          |
|----------------------------------------------------------------------|----------------------------------------------------------|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?           | <input type="checkbox"/> YES <input type="checkbox"/> NO |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**





REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024

## ANNEXURE B





**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024**

# ANNEXURE C



**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 interest<sup>1</sup> 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 institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

<sup>1</sup> 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.



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 consortium<sup>2</sup> 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

<sup>2</sup> 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.



**SBD4**

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.

.....  
Signature Date

.....  
Position Name of bidder





REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024

## ANNEXURE D



## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit proof of B-BBEE status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.



## 2. DEFINITIONS

- 2.1 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2 **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3 **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.4 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5 **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.6 **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.7 **"price"** includes all applicable taxes less all unconditional discounts;
- 2.8 **"proof of B-BBEE status level of contributor"** means –  
(a) the B-BBEE status level certificate issued by an authorized body or person;  
(b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or  
(c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.
- 2.9 **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.9 **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes and excise duties;

## 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.



**4. POINTS AWARDED FOR PRICE**

**4.1 THE 80/20 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

**80/20**

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

Where

**P<sub>s</sub>** = Points scored for comparative price of bid under consideration

**P<sub>t</sub>** = Comparative price of bid under consideration

**P<sub>min</sub>** = Comparative price of lowest acceptable bid

**5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

5.1 In terms of Regulation 6(2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.2 Bidders must provide proof of B-BBEE status level of contribution as envisaged in terms of the Preferential Procurement Regulations, 2017.

5.3 Scoring will be regulated in terms of the Preferential Procurement Regulations, 2017.



**6. BID DECLARATION**

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by the relevant proof of B-BBEE status level of contributor).

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor?.....
- (iv) whether the sub-contractor is an EME or QSE? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm: .....

9.2 VAT registration number: .....

9.3 Company registration number: .....

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]



9.7 Total number of years the company/firm has been in business? .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

1. ....

2. ....

.....  
**SIGNATURE(S) OF BIDDER(S)**

DATE:.....

ADDRESS:.....

.....

.....





REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024

## ANNEXURE E





**REQUEST FOR QUOTATION: PANEL FOR TRAVEL AGENT FOR SALB  
RFQ NO: 003-2024**

**BID ENQUIRIES**

**For more information contact: Ms. Noncedo Brukwe at (t) 046 – 622-7226/ email:  
noncedo.brukwe@salb.org.za**

Regards

  
Chief Financial Officer

01/10/2024  
Date

