

Closing date and time: 19/09/2025 at 11:00
Bid Validity Period: 120 days

**REQUEST FOR PROPOSAL TO APPOINT
TRAVEL MANAGEMENT COMPANY(IES) –
TMC(s) TO RENDER TRAVEL,
ACCOMMODATION, CONFERENCE, VENUE
AND CAR HIRE MANAGEMENT SERVICES FOR
36 MONTHS.
TENDER NO. DEDat 0004/2025**

**DEPARTMENT OF ECONOMIC
DEVELOPMENT AND TOURISM:
NORTHERN CAPE**



**REQUEST FOR PROPOSAL TO APPOINT TRAVEL MANAGEMENT
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TENDER BOX ADDRESS:

The Northern Cape Department of Economic Development and Tourism
Cnr of Knight and Stead Street
MetLife Towers (Entrance)
Ground Floor
Kimberley

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1. BACKGROUND

The Northern Cape Department of Economic Development and Tourism (DEDaT) has a need to appoint experienced service provider(s) to render travel, accommodation, conference, venue, car hire services and other related management services. The services required include the provision of:

- 1.1. Air Travel (Domestic, Regional and International).
- 1.2. Car Rental (Domestic, Regional and International).
- 1.3. Booking of shuttle services (including the Gautrain, buses....etc).
- 1.4. Accommodation (Domestic, Regional and International).
- 1.5. Conference, venue and related services that may be required.

2. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

The DEDaT seeks to appoint a Travel Management Company that will professionally manage the travel and accommodation arrangements of its travellers. This will include coordinating venue hire, conference facilities, workshop packages as and when required by the department. The successful TMC(s) will commit to the following:

2.1. Will be expected to ensure that the most cost effective and practical means of travel and accommodation is always issued based on the Departmental policies and National Treasury instruction notes.

- 2.2. Maintain a high level of traveller satisfaction in accordance with the service level SLA.
- 2.3. Achieve cost savings without the degradation in the services.
- 2.4. Provide management information as may be needed.
- 2.5. Make reservations in accordance with the Departmental policy and legislation.
- 2.6. Provide support to manage traveller risks.

2.7. Should have a good relationship with related suppliers within the province and outside the province

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the Northern Cape Department of Economic Development and

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Tourism for the provision of travel, accommodation, conference, venue, car hire services and other related management services. This RFP does not constitute an offer to do business with the Northern Cape Department of Economic Development and Tourism but merely serves as invitation to bidder(s).

3. DEFINITIONS

Accommodation means the rental of lodging facilities while away from one's place of abode, but on authorised official duty.

After-Hours Service refers to an enquiry or travel request that is actioned after normal working hours, i.e. 16h01 to 07h29 on Mondays to Fridays and twenty-four (24) hours on weekends and public holidays

Air Travel means travel by airline on authorised official business.

Authorising Official means the employee who has been delegated to authorise travel in respect of travel requests and expenses, e.g. line manager of the traveller.

Car Rental means the rental of a vehicle for a short period of time by a Traveller for official purposes.

DEDaT means the Northern Cape Department of Economic Development and Tourism

Department means the organ of state, Department or Public Entity that requires the provision of travel management services.

Domestic Travel means travel within the borders of the Republic of South Africa.

Emergency Service means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.

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Conference refer to planned public or corporate occasions which includes but are not limited to workshop, Imbizo's and launches.

Foot Print means good working relationship with industry stakeholders and the geographic market presence.

International Travel refers to travel outside the borders of the Republic of South Africa.

Lodge Card is a credit card which is specifically designed purely for business travel expenditure. There is typically one credit card number which is "lodged" with the TMC at to which all expenditure is charged.

Merchant Fees are fees charged by the lodge card company at the point of sale for bill back charges for ground arrangements.

Quality Management System means a collection of business processes focused on consistently meeting customer requirements and enhancing their satisfaction. It is expressed as the organizational structure, policies, procedures, processes and resources needed to implement quality management.

Regional Travel means travel across the border of South Africa to any of the SADC Countries, namely, Angola, Botswana, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe.

Service Fee means the negotiated fee payable to the travel management company TMC(s) for the delivery of travel management services.

Service Level Agreement (SLA) is a contract between the TMC and DEDAT that defines the level of service expected from the TMC.

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Shuttle Service means the service offered to transfer a Traveller from one point to another, for example from place of work to the airport.

Third Party Fees are fees payable to third party service providers that provides travel related services on an ad hoc basis that is not directly provided by the TMC. These fees include visa fees and courier fees.

Transaction Fee means the fixed negotiated fee charged for each specific service type e.g. international air ticket, charged per type per transaction per traveller.

Travel Authorisation is the official form utilised by Government reflecting the detail and order number of the trip that is approved by the relevant authorising official.

Travel Booker is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the Traveller, e.g. the personal assistant of the traveller.

Travel Management Company or TMC refers to the company contracted to provide travel, accommodation, conference, venue, car hire services and other related management services.

Travel Management Services means travel, accommodation, conference, venue, car hire and other related services.

Travel Voucher means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.

Traveller refers to a government official or any other persons travelling on official business on behalf of Government.

Value Added Services are services that enhance or complement the general travel management services e.g. Rules and procedures of the airports.

VAT means Value Added Tax.

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VIP or Executive Service means the specialised and personalised travel management services to selected officials of Government by a dedicated consultant to ensure a seamless travel experience.

4. LEGISLATIVE FRAMEWORK OF THE BID

4.1. Tax Legislation

4.1.1. Bidder(s) must be compliant when submitting a proposal to the Northern Cape Department of Economic Development and Tourism and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

4.1.2. It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

4.1.3. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.

4.1.4. It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

4.1.5. Bidders are required to be registered on the Central Supplier Database and National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.

4.1.6. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

4.2. Procurement Legislation

The Northern Cape Department of Economic Development and Tourism has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement

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Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

4.3. Technical Legislation and/or Standards

Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services.

5. BRIEFING SESSION

A compulsory briefing and clarification session will be held online. The Northern Cape Department of Economic Development and Tourism will provide the link to access the briefing session on 29/08 2025 at 10:00 – 13:00 to clarify to bidder(s) the scope and extent of work to be executed. The briefing session is compulsory, and non-attendance will lead to bid disqualification.

6. TIMELINE OF THE BID PROCESS

The period of validity of tender is 120 days. The project timeframes of this bid are set out below:

Activity	Due Date
Advertisement of bid on eTender portal	29/08/2025
Compulsory briefing and clarification session	5/09/2025 at 10:00 – 13:00
Questions relating to bid from bidder(s)	8/9/2025 to 12/9/2025
Bid closing date	19/09/2025 at 11:00

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Link	Join the meeting https://teams.microsoft.com/join/19%3a692c5b4298f64ff49a0fcae703e28ab5%40thread.tacv2/17561045906367c0e7b%22?id%22%3a%2288c19a74-3c3b-445a-87e0-94c155bc09cf%22%2c%22%3a%222ab9eb4be-234c-4865-b49b-f4c30db7f43e%22%7d Meeting ID: 329 863 603 962 8 Passcode: v9QP68iY
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All dates and times in this bid are South African standard time. Any time or date in this bid is subject to change by the Northern Cape Department of Economic Development and Tourism discretion. The establishment of a time or date in this bid does not create an obligation on the part of the Northern Cape Department of Economic Development and Tourism to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the Northern Cape Department of Economic Development and Tourism extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

7. CONTACT AND COMMUNICATION

7.1. A nominated official of the bidder(s) can make enquiries in writing, to the specified email address; Mgooiman@ncdedat.gov.ca or contact specified persons M Gooiman on 083 346 7730/ B Awuah on 081 743 3376. Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.

7.2. The delegated official of the Northern Cape Department of Economic Development and Tourism may communicate with Bidder(s) where clarity is sought in the bid proposal.

7.3. Any communication to an official or a person acting in an advisory capacity for the Northern Cape Department of Economic Development and Tourism in respect of the bid between the closing date and the award of the bid by the Bidder(s) is not allowed.

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7.4. All communication between the Bidder(s) and the Northern Cape Department of Economic Development and Tourism must be done in writing.

7.5. Whilst all due care has been taken in connection with the preparation of this bid, the Northern Cape Department of Economic Development and Tourism makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete.

7.6. The Northern Cape Department of Economic Development and Tourism and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.

7.7. If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Northern Cape Department of Economic Development and Tourism (other than minor clerical matters), the Bidder(s) must promptly notify the Northern Cape Department of Economic Development and Tourism in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Northern Cape Department of Economic Development and Tourism an opportunity to consider what corrective action is necessary (if any).

7.8. Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the Northern Cape Department of Economic Development and Tourism will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

7.9. All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

8. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

9. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

10.FRONTING

10.1. Government 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 Government condemn any form of fronting.

10.2. The Government, 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 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 Northern Cape Department of Economic Development and Tourism may have against the Bidder / contractor concerned.

11.SUPPLIER DUE DILIGENCE

The Northern Cape Department of Economic Development and Tourism reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This

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may include site visits and requests for additional information. A negative report might lead to performance management with its related consequences.

12.SUBMISSION OF PROPOSALS

12.1. Interested Service Providers must place bid in the Tender Box on or before the closing date and time with the following details:

a. Physical Address

Northern Cape Economic Development and Tourism

Cnr. of Knight and Stead Street

MetLife Towers (Entrance)

Ground Floor

Kimberley

8301

b. Closing Details

Date: 19/09/2025

Time: 11:00

c. Collection of documents

1. Departmental website –

<http://www.northern-cape.gov.za/dedat/>

<https://www.etenders.gov.za/>

2. E-portal

12.2. Bid documents will only be considered if received by the Northern Cape Department of Economic Development and Tourism on or before the closing date and time.

12.3. The bidder must submit One (1) original and Five (5) copies of the original technical

proposal at the closing date and time. Each file must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the file and information must be labelled and submitted in the following format:

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FILE 1 (TECHNICAL FILE)	FILE 2 (PRICE & SPECIFIC GOALS)
Exhibit 1: Pre-qualification documents (Refer to Section 17.1 - Gate 0: Pre-qualification Criteria (Table 1))	Exhibit 1: Pricing Schedule (Refer to Section 16 – Pricing Model and Annexure A – Pricing Submission)
Exhibit 2: • Technical Responses and Bidder Evaluation • Supporting documents for technical responses. (Refer to Section 17.2 - Gate 1)	
Exhibit 3: • General Conditions of Contract (GCC) • Service Level Agreement (To be concluded upon appointment)	
Exhibit 4: • Company Profile • Any other supplementary information	

12.4. Bidders are requested to initial each page of the tender document on the bottom right-hand corner.

13. PRESENTATION / DEMONSTRATION

As part of the bid evaluation process the Northern Cape Department of Economic Development and Tourism may request presentations / demonstrations from the short-listed bidders.

14. DURATION OF THE CONTRACT

The successful bidder will be appointed for a period of thirty-six (36) months.

15. SCOPE OF WORK

The travel management services will include but not limited to the following:

15.1. GENERAL

15.1.1. The contracted services will be provided to all traveller's travelling on behalf of the

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Department. This will include employees and contractors, consultants and clients where the agreement is that the Department is responsible for the arrangement and cost of travel.

15.1.2. Government has implemented a formal Departmental SCM policy that is enforced by all Department and adhered to by all travellers. The TMC(s) will make reservations in line with the Departmental policies

15.1.3. The TMC(s) must ensure that the final selection of flights, hotels and other services is authorized prior to the issuing of air tickets, vouchers and other travel documentation.

15.1.4. TMC(s) must ensure that the accommodation provided complies with service standards and non-compliance will lead to penalties which may include cancellation and termination of the contract

15.1.5. Penalties incurred because of the inefficiency or fault of a travel consultant will be for the travel management company's TMC's account.

15.1.6. The TMC(s) will create traveller profiles for all travellers and ensure that the information is updated.

15.1.7. The TMC(s) will assist to manage the third-party service providers by addressing service failures and complaints against these service providers.

15.1.8. Arrange travel insurance for all flight.

15.1.9. Working hours will be from 07:30 to 16:00

15.2. RESERVATIONS

15.2.1. The TMC(s) will always endeavour to make the most cost-effective travel arrangements while taking the convenience of the traveller into consideration.

15.2.2. The TMC(s) must have a full understanding of all the destinations and routings to be able to advise the traveller of alternative plans that are more cost effective and more convenient where necessary.

15.2.3. The TMC(s) will book the negotiated discount fares and rates where possible.

15.2.4. The TMC(s) will respond timely and process all requests, changes and cancellations timeously and accurately.

15.2.5. The TMC(s) will arrange all the traveller's visa application and advise on all inoculation requirements well in advance.

15.2.6. The TMC(s) will assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.

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15.2.7. The TMC(s) must also make any reservations that are not bookable on the global distribution system (GDS).
15.2.8. Must be able to facilitate group bookings (e.g. for meetings, conferences, , etc.)
15.2.9. Must issue all necessary travel documents, itineraries and vouchers timeously to traveller(s) prior to departure dates and times.
15.2.10. Negotiated airline fares, accommodation establishment rates, car rental rates, etc, that are negotiated directly or established by National Treasury are non-commissionable, where commissions are earned for bookings all these commissions should be returned to the Department on a quarterly basis.

15.3. AIR TRAVEL

15.3.1. The TMC(s) must be able to book full-service airlines as well as low-cost carriers.
15.3.2. The TMC(s) must also assist with the booking of charters on ad hoc basis. This will / include the booking of chartered services for VIPs utilizing the existing transversal term contract where applicable as well as the sourcing of alternative service providers for other charter requirements.
15.3.3. The TMC(s) will be responsible for the tracking and management of unused tickets and submit a report to the Department monthly.
15.3.4. The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the Traveller (if applicable).
15.3.5. Airline tickets must be delivered electronically (SMS and/or email format) to the traveller(s) and travel bookers promptly after booking before the departure times.
15.3.6. Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)
15.3.7. Assist with lounge access when required.

15.4. ACCOMMODATION

15.4.1. The TMC(s) will obtain quotes within the maximum allowable rate matrix as per the instruction of the National Treasury.
15.4.2. Accommodation vouchers must be issued to all travellers for accommodation bookings and must be invoiced as per arrangement. Such invoices must be supported by a copy of the original hotel accommodation charges.
15.4.3. travellers may only stay at accommodation establishments with which negotiated

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corporate rates apply. Should there be no rate agreement in place in the destination, or should the contracted establishment be unable to accommodate the traveller, the TMC will source suitable accommodation bearing in mind the requirement of convenience for the traveller and conformation with acceptable costs, or as stipulated in written directives issued from time to time by the National treasury.

15.4.4. Cancellation of accommodation bookings must be done promptly to guard against no show and late cancellation fees.

15.5. CONFERENCE, VENUE AND RELATED SERVICES THAT MAY BE REQUIRED.

15.5.1. TMC(s) will arrange conference, venue and related services (which includes registration fees) as and when it may be needed.

15.5.2. In the event of arranging a conference or a venue for a function hosted by Department, the service provider will be required to provide vouchers and/or corporate gifts related to the event.

15.6. CAR RENTAL AND SHUTTLE SERVICES

15.6.1. The TMC(s) will book the approved category vehicle in accordance with the Departmental policy with the appointed car rental service provider from the closest rental location.

15.6.2. The travel consultant should advise the traveller on the best time and location for collection and return considering the travellers specific requirements.

15.6.3. For regional or international travel, the TMC(s) will offer alternative ground transportation to the traveller that include rail, buses and transfers. If car rental is the best option, the category of vehicle will be like what is permitted for domestic travel.

15.6.4. The TMC(s) will book transfers in line with the Departmental policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.

15.6.5. The travel agent must provide petrol cards for the hire of the car.

15.7. AFTER HOURS AND EMERGENCY SERVICES

15.7.1. A consultant or team of consultants should be available to assist relevant supply chain officials and traveller with after hours and emergency reservations and changes to travel plans with no additional charge.

15.7.2. A dedicated consultants must be available to assist VIP travellers with after hour or emergency Reservations.

15.7.3. An acceptable cancellation period or time will be finalised in the SLA.

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- 15.7.4. After hours services must be provided from Monday to Friday from. 16h01 to 07h29 and twenty-four (24) hours on weekends and public holidays
- 15.7.5. A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.
- 15.7.6. The Travel Management Company must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.

15.8. COMMUNICATION

- 15.8.1. The TMC(s) must establish communication with all stakeholders that include the travel bookers, service providers and the government financial departments.
- 15.8.2. The TMC(s) can be requested to conduct workshops and training sessions for travellers and travel Bookers.
- 15.8.3. All enquiries must be investigated, and prompt feedback be provided in accordance with the service level agreement agreed to by the Department and the TMC(s).

15.9. FINANCIAL MANAGEMENT

- 15.9.1. The TMC(s) will be responsible to manage the service provider's account. This will include the timely receipt of invoice to be presented to the Department for payment within the agreed period.
- 15.9.2. Cost savings must be achieved, and this must be reported and proof provided during monthly and quarterly reviews.
- 15.9.3. The TMC(s) will be required to offer a 30-day bill back account facility to accommodation establishments and ground transportation service providers that are utilized by the travellers.
- 15.9.4. Prepayments required by certain establishments will be processed by the TMC(s) immediately. These prepayments are often requested at last minute for same day bookings.
- 15.9.5. The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to the DEDaT financial management on the agreed time period. This includes attaching the travel authorization or purchase order and other supporting documentation to the invoices reflected on the service provider bill-back report or the credit card statement.

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- 15.9.6. Travel lodge card may be utilised. Travel lodge cards will serve as mechanism to improve the regulated 30-day payment cycle for travel expense.
- 15.9.7. The travel lodge card will be used to pay for cost incurred for air travel, ground transportation and accommodation.
- 15.9.8. The management fee payable to the TMC(s) will not be re-imbursed through the lodge card and will be settled directly by the Department.

15.10.ACCOUNT MANAGEMENT

- 15.10.1. The TMC(s) must ideally appoint an account or business manager that is ultimately responsible for the management of the account.
- 15.10.2. A complaint handling procedure must be implemented to manage and record the complaints and complaints of the travellers, TMC(s) and other travel service providers.
- 15.10.3. The necessary processes should be implemented to ensure good quality management and always ensuring Traveller satisfaction

15.11.VALUE ADDED SERVICES

The TMC(s) must also provide the following value-added services.

- 15.11.1.1. Health warnings.
- 15.11.1.2. Weather forecast.
- 15.11.1.3. Places of interest.
- 15.11.1.4. Visa information and application.
- 15.11.1.5. Travel alerts.
- 15.11.1.6. Location of hotels and restaurants.
- 15.11.1.7. Information including the cost of public transport.
- 15.11.1.8. Rules and procedures of the airports.
- 15.11.1.9. Business etiquette specific to the country and Airline baggage policy.
- 15.11.2. Supplier updates.
- 15.11.3. Electronic voucher retrieval via web and smart phone.
- 15.11.4. SMS notification for travel confirmations.
- 15.11.5. Travel audits.
- 15.11.6. Global travel risk management.
- 15.11.7. VIP services for executive that include check in point etc.

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15.12.COST MANAGEMENT

- 15.12.1. The Departmental policy is establishing a basis for a cost savings culture throughout the Departments.
- 15.12.2. It is the obligation of the traveller and the authorizing official to ensure that the most cost-effective option is always selected.
- 15.12.3. The TMC(s) should have an in-depth knowledge of the service provider products to be able to provide the best option and alternatives that are in accordance with the Departmental policy to ensure that the traveller reaches his/her destination safely in reasonable comfort with minimum disruption, cost effectiveness and in time to carry out his/her business.

15.12.4. Travel Management Services: Annexure A

15.13.Quarterly and Annual Travel Reviews

- 15.13.1. Quarterly reviews are required to be presented by the Travel Management Company on all travel activity in the previous three-month period. These reviews are comprehensive and presented to SCM as part of the performance management reviews based on the service levels.
- 15.13.2. Annual Reviews are also required to be presented to the Department

16. PRICING MODEL

The Northern Cape Department of Economic Development and Tourism requires bidders to complete a transactional fee model as per Transaction Fees (Refer Annexure A: Pricing Schedule)

16.1. Travel Management:

- 16.1.1. The transaction fee must be a fixed amount per service. The fee must be linked to the cost involved in delivering the service and not a percentage of the value or cost of the service provided by third party service providers.
- 16.1.2. The Northern Cape Department of Economic Development and Tourism requires prospective bidders to bid on a wholly traditional booking service.

16.2. Volume driven incentives

It is important for bidders to note the following when determining the pricing:

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- i. No override commissions earned through the Northern Cape Department of Economic Development and Tourism reservations will be paid to the TMCs.
- ii. An open book policy will apply, and any commissions earned through the Northern Cape Department of Economic Development and Tourism volumes will be reimbursed to the Department.

17. EVALUATION AND SELECTION CRITERIA

The Northern Cape Department of Economic Development and Tourism has set minimum standards (Gates) that a bidder needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria	(Gate 0)	Technical evaluation criteria	Price and Specific goals evaluation (Gate 2)
Bidders must submit all documents as outlined in paragraph 17.1 (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidders must submit all documents as outlined in paragraph 17.1 (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and Specific goals).	Bidder(s) will be evaluated out of 100 points and Gate 2 will only apply to bidder(s) who have met and exceeded the threshold of 70 points.

17.1. Gate 0: Pre-qualification Criteria

Without limiting the generality of the Northern Cape Department of Economic Development and Tourism's other critical requirements for this Bid, bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

Table 1: Mandatory documents to be submitted for Pre-qualification

Document that must be submitted (mandatory)	Non-submission may result in disqualification?
Invitation to Bid – SBD 1	YES
Complete and sign the supplied pro forma	document

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Tax Status – SBD 2	YES	- Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. (Refer Section 4.) - Proof of Registration on the Central Supplier Database (Refer Section 4.1.5) - Vendor number - In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
Bidders Disclosure – SBD 4	YES	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	NO	Non-submission will lead to a zero (0) score on Specific goals
Registration on Central Supplier Database (CSD)	YES	The Travel Management Company must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
IATA Licence / Certificate	YES	Bidders are required to submit their valid International Air Transport Association (IATA) licence/ certificate (certified copy) at closing date. Where a bidding company is using a 3rd party IATA licence, proof of the agreement must be attached and copy of the certificate to that effect at closing date.

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Pricing Schedule	YES	Submit full details of the pricing proposal as per Annexure in a separate envelope
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17.2. Gate 1: Technical Evaluation Criteria = 100 points

Only Bidders that have met the Pre-Qualification Criteria in (Gate 0) will be evaluated in Gate 1 for functionality. Functionality will be evaluated as follows:

17.2.1. Functionality evaluation points will be 100

Bidders are expected to achieve a minimum of 70 for functionality for the bid to be considered for further evaluation. As part of due diligence, the Northern Cape Department of Economic Development and Tourism may conduct a site visit. The Bidder's information will be scored according to the following functionality criteria weights:

CRITERIA	DESCRIPTION	WEIGHT
Methodology	Travel management services (refer to Annexure A) - Travel Services Provide a detailed transition plan for implementing the services without service interruptions and engage with incumbent service provider to ensure a smooth transition - Manage all reservations / bookings Describe how travel reservations / bookings are handled e.g. hotel (accommodation, car rental, flights). This will include without limitation an example of a detailed complex itinerary confirmation that includes air, car, hotel, passport requirement, confirmation numbers and additional proof of competency. - Manage group bookings Describe your capabilities for handling group bookings e.g. for meetings, conference. Please specify if these bookings would be done by the TMC or outsourced - Directly negotiated rates Negotiated airlines fares, accommodation establishment rates, car rental rates are expected to be directly negotiated by TMC. During the process of directly negotiating rates quality services must not be compromised.	40

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Account management	Describe how these specific rates will be secured. Describe any automated tools that will be used to assist with maintenance and processing of the said negotiated rates. - Manage airline reservations Describe in detail the process of booking the most cost effective and practical routing for the traveller This will include without limitation the refund process and how you manage the unused non -refundable airline tickets, your ability to secure special airlines services for travellers including preferred seating, waitlist clearance, special meals, travellers with disabilities etc - After hours and emergency services The bidder must have capacity to provide reliable and consistent after hours and emergency support to travellers Please provide details/Standard operating procedures of your after-hour support e.g. • How it is accessed by Travellers • Where it is located, centralised/regionalised, in country(owned) / outsourced • Is it available 24/7/365 • Reminders to process purchase orders within 24 hours to reduce queries on invoices - Communication • Describe how you will ensure that travel bookers are informed of the travel booking processes. • Describe your communication process where the traveller, travel co-ordinator/booker and travel management company will be linked in one smooth continuous workflow
	• Describe how you will implement the negotiated rates and maximum allowable rates. • describe how you will manage the 30-day bill back account facility.

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Company experience:	Travel Management services
	• Describe how prepayments will be handled where it is required for smaller Bed & Breakfast / Guesthouse facilities • Describe how invoicing will be handled, including the process of rectifying discrepancies between purchase orders and invoices, supporting documentation, reconciliation of transactions and the timely provision of invoices. • Please describe credit card reconciliation process, timing and deliverables (if applicable) • Provide the proposed Account management structure/organogram • Describe what quality control procedures/processes you have in place to ensure that your clients consistent quality service • Describe how queries, requests, changes and cancellations will be handled. What is your mitigation and issue resolution process? Please provide a detailed response indicating performance standards with respect to resolving service issues. Complaint handling procedure must be submitted • How will you manage the service levels in the SLA and how will you go about doing customer satisfaction surveys • Indicate what workshops / training will be provided to Travellers and or Travel Bookers
	• Contactable reference letters of previous and current projects, appointment letters and exit certificate must be attached. • Contactable reference letters must compromise of the following information: project name, company tendered for,

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	tendered amount, year of the project, contactable telephone numbers and completion date Proven references of similar work undertaken 1 point – inadequate, inappropriate experience and skills 2 points – provide 1 traceable reference of similar projects 3 points – provide 2 traceable references of similar projects 4 points – provide 3 traceable references of similar projects 5 points – provide 4 and more traceable reference of similar projects
ASATA membership:	Provide proof of such membership
Value added services:	- Describe how you will manage data and management information such as traveller profiles, tracking of savings and missed savings, tracking of unused airline tickets, cancellation, traveller behaviour, transaction level data etc - Provide a description of all technology and reporting products proposed
Locality	Indicate and provide proof if your company has a local office in the Northern cape in the form of a municipal account not older than 3 months or a valid rental agreement - Head office in Northern Cape – 5 points - Head office in another province with representation in Northern Cape – 3 points - No representation in the Northern Cape = 1 point

Rating scale that Bid Evaluation Committee members will use

Rating	Description
0	Does not satisfy the minimum requirements. Non compliance
1	Satisfies the requirement with major reservations. Major considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.
2	Satisfies the requirement with major reservations. Some major reservations of the supplier's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.
3	Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.

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4	Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.
5	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.

17.3. Gate 2: Price and specific goals

In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- Specific goals (maximum 20 points)

17.3.1. Stage 1 – Price Evaluation (80 Points)

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

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

Where
 P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 P_{min} = Comparative price of lowest acceptable bid

17.3.2. Stage 2 – Specific goals (20 Points)

a. Specific goals Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their Specific goals in accordance with the table below:

Specific goals	Percentage	Number of Points
Race	90 - 100% Black owned company	8
	61% - 89% Black owned company	7
	51% - 60% Black owned company	6
	50% Black owned company	4
	Less 50% Black owned company	0

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Gender	76 % - 100% Female owned company	6
	51% - 75% Female owned company	4
	50% Female owned company	3
	Less than 50% Female owned company	0
Youth	90% - 100% Youth owned company	4
	51% - 89% Youth owned company	3
	50% Youth owned company	2
	Less than 50% Youth owned company	0
Persons living with disability	51% - 100% Disability owned company	2
	50% Disability owned company	1
	Less than 50% Disability owned company	0
	company	

Specific goals points may be allocated to bidders on submission of the following documentation

i. A duly completed Preference Point Claim Form: Standard Bidding Document or evidence:

ii. B-BBEE Certificate (SBD 6.1); and

b. Joint Ventures, Consortiums and Trusts

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The Northern Cape Department of Economic Development and Tourism will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

17.4. Stage 3 (80 + 20 = 100 points)

The Price and Specific goals points will be consolidated.

18. GENERAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

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- a. The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which the Northern Cape Department of Economic Development and Tourism is prepared to enter into a contract with the successful Bidder(s).
- b. The bidder submitting the General Conditions of Contract to the Northern Cape Department of Economic Development and Tourism together with its bid, duly signed by an authorised representative of the bidder.

19. CONTRACT PRICE ADJUSTMENT

Contract price adjustments will be done annually on the anniversary of the contract start date. The price adjustment will be based on the Consumer Price Index Headline Inflation

20. SERVICE LEVEL AGREEMENT

- 20.1. Upon award, the Northern Cape Department of Economic Development and Tourism and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by the Northern Cape Department of Economic Development and Tourism. **The Northern Cape Department of Economic Development and Tourism** reserves the right to vary the proposed draft Service Level agreement during negotiations with a bidder by amending or adding thereto.
- 20.2. Bidder(s) are requested to:
 - a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators.
 - b. Explain each comment and/or amendment; and
 - c. Use an easily identifiable colour font or "track changes" for all changes and/or amendments to the Service Level Indicators for ease of reference.
- 20.3. The Northern Cape Department of Economic Development and Tourism reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the Department or pose a risk to the organisation.

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21. SPECIAL CONDITIONS OF THIS BID

The Northern Cape Department of Economic Development and Tourism reserves the right:
21.1. To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPFA (Act 5 of 2000)

21.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
21.3. To accept part of a tender rather than the whole tender.

21.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

21.5. To correct any mistakes at any stage of the tender that may have been in the Bid

documents or occurred at any stage of the tender process.

21.6. To cancel and/or terminate the tender process at any stage, including after the Closing

Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

21.7. Award to multiple bidders based either on size or geographic considerations.

21.8. The Northern Cape Department of Economic Development and Tourism requires

bidder(s) to declare in the Bidder's Technical response, bidder(s) are required to declare the following:

21.8.1. Confirm that the bidder(s) is to: –

a. Act honestly, fairly, and with due skill, care and diligence, in the interests of the Northern Cape Department of Economic Development and Tourism.

b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services.

c. Act with circumspection and treat the Northern Cape Department of Economic Development and Tourism fairly in a situation of conflicting interests.

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- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business.
 - e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with the Northern Cape Department of Economic Development and Tourism.
 - f. Avoidance of fraudulent and misleading advertising, canvassing and marketing.
 - g. To conduct their business activities with transparency and consistently uphold the interests and needs of the Northern Cape Department of Economic Development and Tourism as a client before any other consideration; and
- To ensure that any information acquired by the bidder(s) from the Northern Cape Department of Economic Development and Tourism will not be used or disclosed unless the written consent of the client has been obtained to do so.

22. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

22.1. The Northern Cape Department of Economic Development and Tourism reserves its

right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of the Northern Cape Department of Economic Development and Tourism or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;

- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

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c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the Northern Cape Department of Economic Development and Tourism officers, directors, employees, advisors or other representatives;

d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;

f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;

g. has in the past engaged in any matter referred to above; or
h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

23. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

23.1. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the Northern Cape Department of Economic Development and Tourism relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

23.2. It follows therefore that misrepresentations in a Tender may give rise to service

termination and a claim by the Northern Cape Department of Economic Development and Tourism against the bidder notwithstanding the conclusion of the Service Level Agreement between the Northern Cape Department of Economic Development and Tourism and the bidder for the provision of the Service in question. In the event of a

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conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

24. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the Northern Cape Department of Economic Development and Tourism, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

25. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, the Northern Cape Department of Economic Development and Tourism incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the Northern Cape Department of Economic Development and Tourism harmless from any and all such costs which the Northern Cape Department of Economic Development and Tourism may incur and for any damages or losses the Northern Cape Department of Economic Development and Tourism may suffer.

26. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

27. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. The Northern Cape Department of Economic Development and Tourism shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

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28. TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. The Northern Cape Department of Economic Development and Tourism reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the Northern Cape Department of Economic Development and Tourism or whose verification against the Central Supplier Database (CSD) proves non-compliant. The Northern Cape Department of Economic Development and Tourism further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

29. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The Northern Cape Department of Economic Development and Tourism reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

30. GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the Northern Cape courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

31. CONFIDENTIALITY

- Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the Northern Cape Department of Economic Development and Tourism's examination and evaluation of a Tender.

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- No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the Northern Cape Department of Economic Development and Tourism remain proprietary to the Northern Cape Department of Economic Development and Tourism and must be promptly returned to the Northern Cape Department of Economic Development and Tourism upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.
- Throughout this bid process and thereafter, bidder(s) must secure the Northern Cape Department of Economic Development and Tourism's written approval prior to the release of any information that pertains to;
 - (i) the potential work or activities to which this bid relates; or
 - (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

32. PROPRIETARY INFORMATION

Bidder will on their bid cover letter make declaration that they did not have access to any the Northern Cape Department of Economic Development and Tourism proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

33. APPROVAL BY HOD

Description	
Signature	
Accounting Officer	Mr A. T. M. Mabija

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34. DOCUMENTS

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)				
BID NUMBER:	DEDat 0004/2025	CLOSING DATE:	19/09/2025	CLOSING TIME:
DESCRIPTION	THE APPOINTMENT OF TRAVEL MANAGEMENT COMPANY(IES) – TMC(s), TO RENDER TRAVEL, ACCOMMODATION, CONFERENCE, VENUE AND CAR HIRE MANAGEMENT SERVICES AND RELATED SERVICES FOR 36 MONTHS.			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

GROUND FLOOR(ENTRANCE)	METLIFE TOWERS	MARKET SQUARE	KIMBERLEY
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	B. AWUAH	CONTACT PERSON	M GOOIMAN
TELEPHONE	053 839 4000	TELEPHONE	053 839 4030 / 067 141 7337
NUMBER		NUMBER	
FACSIMILE NUMBER	053 831 3668	FACSIMILE	053 831 3668
E-MAIL ADDRESS	BassanioA@ncdedat.gov.za	E-MAIL ADDRESS	Mgooiman@ncdedat.gov.za

SUPPLIER INFORMATION

NAME OF BIDDER	POSTAL ADDRESS	STREET ADDRESS	TELEPHONE	NUMBER	CELLPHONE	NUMBER	FACSIMILE NUMBER	CODE	NUMBER	E-MAIL ADDRESS	VAT REGISTRATION	NUMBER
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SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE	OR	CENTRAL SUPPLIER DATABASE	No:	MAAA
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B-BBEE STATUS	TICK APPLICABLE BOX]	B-BBEE STATUS LEVEL	SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	No	Yes	Yes	No
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[A B-BEE 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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

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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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
 - 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
 - 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING
- 2.4 THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.8 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:.....
CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE:

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....		Bid number.....
Closing Time 11:00		Closing date.....

OFFER TO BE VALID FOR...120...DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY	(ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery

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- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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 institution of State

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.

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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.

² 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.

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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.

Signature	Date
.....	
Position	Name of bidder
.....	

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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- 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 To be completed by the organ of state

- (delete whichever is not applicable for this tender).
- a) ~~The applicable preference point system for this tender is the 90/10 preference point system.~~
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- e) ~~Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.~~

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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POINTS	PRICE	SPECIFIC GOALS	Total points for Price and SPECIFIC GOALS
80			
20			
100			

- 1.5 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.

- 1.6 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 in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the

origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_{t-P_{min}}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_{t-P_{min}}}{P_{min}} \right) \text{ Where}$$

80/20 or 90/10

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 + \frac{P_{t-P_{max}}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_{t-P_{max}}}{P_{max}} \right)$$

80/20 or 90/10

Where
 P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential

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Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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				Race
	90% - 100%	8		Black Owned Company
	61% - 89%	7		Black Owned Company
	51% - 60%	6		Black Owned Company
	50% Black owned Company	4		Black Owned Company
	Less than 49%	0		Black Owned Company
	Women			
	76% - 100%	6		Women owned Company
	51% - 75%	4		Women owned Company
	50% Women owned Company	3		Women owned Company
	Less than 49%	0		Women owned Company
	Youth			
	100% Youth Owned Company	4		100% Youth Owned Company
	51% - 89%	3		Youth Owned Company
	50% Youth Owned Company	2		50% Youth Owned Company
	Less than 49%	0		Youth Owned Company
	People With Disabilities			
	51% - 100%	2		Disabled Owned Company
	50% Disabled Owned Company	1		50% Disabled Owned Company

Less than 49% Disabled Owned Company		0		
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DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm:.....

Company registration number:

4.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation X
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[Tick APPLICABLE BOX]

4.4.

I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering 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

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- has suffered as a result of having to make less
favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its
shareholders and directors, or only the shareholders
and directors who acted on a fraudulent basis, be
restricted 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, if deemed
necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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ANNEXURE A

1.1 TRANSACTION FEES

		TRADITIONAL BOOKINGS			
ITEM	Transaction Type	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
1	Air Travel – International	50		R	-
2	Air Travel – Regional	20		R	-
3	Air Travel – Domestic	1450		R	-
4	Air Travel – International (Re-issue)	0		R	-
5	Air Travel – Regional (Re-issue)	0		R	-
6	Air Travel – Domestic (Re-issue)	0		R	-
7	Refunds – Air Domestic	0		R	-
8	Refunds – Air Regional	0		R	-
9	Refunds – Air International	0		R	-
10	Car Rental – Domestic	1200		R	-
11	Car Rental – Regional	20		R	-
12	Car Rental – International	30		R	-
13	Transfers/Shuttle – Domestic	0		R	-
14	Transfers/Shuttle – Regional	0		R	-
15	Transfers/Shuttle – International	0		R	-
16	Accommodation – Domestic	3200		R	-
17	Accommodation – Regional	100		R	-
18	Accommodation – International	50		R	-
19	Bus/Coach Bookings	15		R	-
20	Train bookings – International	0		R	-
21	Visa Assistance (Provision of documents and advice)	0		R	-
22	Courier services for travel documentation (visa & passports)	0		R	-

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23	SMS Notifications	0	R	-	R	-
24	Parking bookings	0	R	-	R	-
25	Cancellations	0	R	-	R	-
26	Changes to bookings	0	R	-	R	-
27	After Hours Services	20	R	-	R	-
28	Additional Ad-hoc Reports (per report)	0	R	-	R	-
29	Customised Reports (per report)	0	R	-	R	-
30	Travel Lodge card Reconciliation	0	R	-	R	-
31	Debtors Account Reconciliation	0	R	-	R	-
Total						0
Percentage Traditional Booking			Percentage Traditional	100%		R0,00

PRICE THAT WILL BE USED FOR EVALUATION PURPOSES	R	-
---	---	---

1.2 CONFERENCE TRANSACTION FEE			
Item	Description	Percentage Fee	Comment
1	Conference Transaction Fee (as a % of the Total turnover of the event)		