REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE PANEL OF THREE (3) TO FIVE (5) SERVICE PROVIDERS FOR RENDERING OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS

TENDER NO:

CLOSING DATE:

Prospective Suppliers who are interested in participating in the tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and deposited to the tender box located at the reception area.

CLOSING DATE AND TIME FOR SUBMISSION OF TENDER DOCUMENTS:

Tender number	
Date issued	
Tender closing date	**Date: 11/09/2026 Time: 11h00**
Compulsory Information Session	**Date: 19/08/2026 Time: 10h00** **An online Compulsory briefing session will be facilitated via MS TEAMS.**

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

<u>TERMS OF REFERENCES</u>

A PANEL OF THREE (3) TO FIVE (5) SERVICE PROVIDERS FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS (3 YEARS)

1. PURPOSE

Ikhala TVET College wishes to appoint a panel of three (3) to five (5) suitable service providers to render travel management services for college for a period of 36 months.

2. BACKGROUND

Since inception, the College has been making use of the services of various travel agents for its travelling and or accommodation arrangements. Due to a detailed costs analysis recently performed by the College and a review of performance of certain travel agents, it was revealed that the College is paying exorbitant prices on some of these travel agents which often depletes the College financial resources by a large extent and of particular concern was the fact that the value for money is often very minimal in various cases. Consequently, a resolution was taken to advertise travel management services and enter into a contract with a panel of service providers.

3. CONTRACT OBJECTIVE, ASSUMPTIONS AND RISKS

3.1 Key Objectives

The main objective of this contract is to appoint a panel of service providers for the efficient and effective provision of travel management services for the College. The service to be provided must be of world class standard, clearly depict a reduction in costs to the organisation by means of reports taking travel trends into consideration and the service providers must be able to deliver on tight schedule deadlines when the need arises. The College seeks to appoint a panel of service providers to render travel management services who will go through an evaluation process. The College will enter into negotiations with the preferred bidders to negotiate final contract rate prior to award of the bid. Appointment is subject to successful negotiations in terms of market related rates.

3.2 Assumptions

The general success of this contract is based on the following assumptions:

a) That there is a need for the service;
b) The successful service provider must have the knowledge and expertise required for corporate travel management service; and
c) The College will provide the bidding service providers with our Travel and Accommodation policy.

4. SCOPE OF WORK

4.1 Area where service is required

The College requires the panel of service providers to provide domestic and international travel management services for college officials and any other individuals travelling in the interests of the Ikhala TVET College.

4.2 Main Activity

(a) The appointed service providers will be required to arrange travel and accommodation on request by the College.
(b) Each request must be dealt with in such a manner as to ensure compliance with our Travel and Accommodation policy.
(c) The service providers must take the required measures to ensure that the College receives the best possible price where possible, including any industry discounts that may apply for government officials.
(d) It is to be noted that the appointed service providers will be responsible for the settlement of all accounts in relation to travel management services provided.

4.3 Project Specifications

The Ikhala TVET College requires a comprehensive travel management service for its officials and any other individuals travelling in the interests of the College. The travel agent must be a fully accredited member of IATA and ASATA with access to Travel Database.

Services to be provided by the Travel Agent(s) for Ikhala TVET College should cover the following:

- Air Travel (Domestic & international)
- Vehicle rental and Shuttle Services
- Accommodation
- Venues and Facilities
- Insurance (when travelling outside the borders of South Africa)
- Key Account management

4.3.1 Air Travel (Domestic & International)

Reservation and Ticketing

(a) For every duly approved travel request authorisation, Travel Agent(s) shall immediately make bookings and source the lowest, acceptable fare and the most direct and convenient routing.
(b) In the event that required travel arrangements cannot be confirmed, Travel Agent(s) shall notify the requesting party of the problem and present (3) alternative routings/quotations for consideration.

(c) Travel Agent(s) shall promptly issue and deliver accurately sms's or e-mail showing the accurate status of traveller's booking arrangements and shall keep abreast of carrier schedule changes, as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any change(s) in flight, train, bus schedules prior to or during the traveller's official trip, tickets and billing shall be modified or issues to reflect these changes, in order to avoid cancellation of bookings.

(d) The appointed travel agent(s) will be expected to provide travel services during office hours.

(e) In addition, Travel Agent(s) shall provide for afterhours emergency service, as well as for services during weekends and official holidays where emergency travel service is required.

(f) The Travel Agent(s) must provide the Ikhala TVET College with contact details and be reachable by phone at any time of the day for emergency purposes.

(g) The official travel requirements for the Ikhala TVET College employees and any other individuals travelling in the interests of the Ikhala TVET College shall be accorded the highest priority which is timely and effective processing.

(h) On exceptional cases official travel including new staff, participants in meetings, interviews and staff from other provinces must be organized on short notice, there by placing a premium on efficient and rapid communication in handling all travel related matters.

(i) Travel Agent(s) must ensure that all travelling officials and any other individuals travelling in the interests of the College shall be accorded the highest priority which is timely and effective processing.

(j) Air tickets shall be issued only on approved ticket of the International Air Transportation Association (IATA) and Association of South African Travel Agents (ASATA)

(k) Travel Agent(s) shall be given copies of the College travel policies and/or procedures and shall be fully familiar and comply with these policies and procedures for all Ikhala TVET College official travel.

(l) Travel Agent(s) shall provide an information service to notify the College and the traveller of such events as airport closing, cancelled or delayed flights, trains, buses voyages and strike situations as well as of local political or safety conditions which may affect travel to any destination.

(m) Travel Agent(s) shall plan, arrange, confirm and amend air travel bookings through available branch offices and agencies situated inside or outside South Africa, in accordance with our Travel and Accommodation Guidelines.

(n) Travel Agent(s) shall negotiate discounts on standard tariffs for air travel.

(o) Changes in Air Travel Arrangements**:** In case of changes occurring to the original travel arrangements, the responsible Ikhala TVET official is to liaise with the travel agent and make necessary arrangements, with the provision that such changes are confirmed in writing (sms, fax and e-mail).

(p) Cancellation of travel**:** The College official will inform the travel agent(s) of any cancellation. If payment had been made or an invoice has already been submitted to the College, a credit note will be issued to the College.

4.3.2 Vehicle Rental (Domestic & International) and Shuttle Services

(a) Travel Agent(s) shall confirm vehicles with car rental companies and amend any confirmed bookings, if necessary, in accordance with the approved College travel policy.

(b) Travel Agent(s) shall negotiate discounts on standard or reduced tariffs with all available car rental companies.

(c) Travel Agent(s) shall make shuttle service and car-hire bookings.

(d) The booking must reflect the and not limited to the following:

i. Date and period of travel.

ii. Name of person.

iii. Service provider.

iv. Estimated distance to be travelled and related costs.

(e) Travel Agent(s) must ensure that shuttle service suppliers are compliant to the rules that govern the transport industry.

(f) If an accident, traffic fines, damage or theft occurs, the matter should be reported to the College within 24 hours for further internal procedures to be exercised.

(g) In the case of a rented vehicle the official of College must ensure that:

i. The rental car approved is in line with the pre-approved class in terms of the College travel and accommodation guidelines;

ii. The vehicle is in good condition before and after use;

iii. The rented vehicle utilised only for the official purpose it is rented for;

iv. Where required/possible, pay for fuel and refer the claim to the College.

4.3.3 Accommodation

Hotel or other accommodation

(a) The Travel Agent(s) shall make reservations for lodging accommodations (hotel group, private hotel or other establishment, for example guesthouse.

(b) The Travel Agent(s) shall negotiate discount rates on standard tariffs with all available hotel groups or other relevant establishments.

(c) It must be noted that other hotel groups provide discount to Travel Agencies and such discounts shall be transferred to the College.

(d) Accommodation must include parking facilities.

4.3.4 Venues and Facilities

(a) Travel Agent(s) shall make bookings and amendments of conference arrangements with hotel groups, private hotels or other available establishments when required.

(b) Negotiate discounts on standard tariffs or reduced tariffs with all available hotel groups, private hotels or other relevant establishments.

(c) The Travel Agent(s) shall upon request, facilitate the arrangement of venues for conferences, meetings, seminars and training workshops.

4.3.5 Insurance (When travelling outside the borders of South Africa)

(a) The Travel Agent(s) must organise insurance for the minimum but not limited to other risk associated with travelling.

i. Emergency medical and related expenses;
ii. Rental car collision damage;
iii. Luggage loss;
iv. Unforeseen/ Inconvenience circumstances;
v. and any other insurance cover deemed necessary by the hosting country.

4.3.6 Key Account Management

(a) The Travel Agent must ensure that there are dedicated and experienced personnel to manage the College account.

(b) The Travel Agent(s) will provide the College with reports that will also include orders outstanding reflected per order number, invoices outstanding and a general statement of accounts (per account) indicating payments exceeding 30 days, 60 days and more than 90 days as well as one consolidated account for the Ikhala TVET College including age analysis.

4.3.7 Other Service Requirements

(a) Traveller's profiles

The Travel Agent(s) shall maintain computerized profiles of all frequent travellers, as designated or defined from time to time by the Ikhala TVET College, setting forth the traveller's preferences regarding airlines, hotels, guesthouses, seating arrangement and meal requirements, passport and such other information is useful to facilitate travellers' arrangements.

(b) Service Standards

i. The Travel Agent(s) must always provide polite responsive and efficient service to fulfil the College requirements.
ii. As a service objective, telephone calls should be answered promptly.
iii. When it is necessary to place calls on hold, they should not be kept on hold but rather a call-back should be made within one hour.

(c) Performance Evaluation and Review

i. The Travel Agent(s) shall meet periodically with College officials to discuss issues of mutual concern to review the Travel Agent(s) performance and to discuss improvements which the Travel Agent(s) or the College should make in order to achieve more effective travel management and greater savings.

ii. The Travel Agent(s) shall make the College aware immediately of major industry changes, which have a broad impact on its travel policy or procedures.

(d) Travel Agent(s)'s Quality Control

i. The Travel Agent(s) shall establish and operate to monitor on a regular and continual basis the quality of travel services provided.

ii. These procedures shall include a self-inspection system covering all the services to be performed under the contract and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service.

(e) Travel Documentation

All travel documentation must be delivered timeously to the relevant official in the College, his or her nominee or the agreed point of delivery/collection, by the agency situated inside or outside South Africa.

(f) After Hour service

Dedicated personnel from the service providers must be available on after-hour basis, so that unexpected changes to a travel plan or accommodation can be made as and when required. This service must not be outsourced to another service provider.

5. RESPONSIBILITIES

5.1 Ikhala TVET College

The College officials who are delegated with arranging and approving travel and accommodation, will perform the following duties:

(a) Giving the service providers the necessary details so that the required travel and/or accommodation requirements are understood. In this regard, the following would have been considered:

i. Nature of the travel and accommodation requirements;

ii. Departure and arrival points, dates and type of required travel;

iii. Departure and arrival dates and type of accommodation required;

iv. Estimated kilometres to be travelled in case of car hire and;

v. Any other specific requirements relating to, for example, culinary requirements, passenger class in aircraft to be provided, vehicle rental, etc.

(b) Only an official purchase order will serve as an official request for services.

(c) The official concerned must ensure that the College travel and accommodation guidelines and related procedures have been complied with before the official purchase order is forwarded to the Travel Agent(s).

(d) The official must also confirm the validity of the invoice and supporting documents and sign the invoice to confirm services rendered.

(e) The official must ensure that the approved accommodation is in line with the College guidelines and policy. **(Revised Cost Containment Measures must be taken into consideration).**

5.2 Service Providers

The service providers will be responsible for the following:

(a) Making bookings for travel and accommodation in respect of the following:

  (i) Destination, date, routes, airlines, passenger class, preferred seating and estimated costs for air travel; and

  (ii) Hotel or Guesthouse facilities location, availability of parking facilities, distance from airports, public transport, etc. **(Revised Cost Containment Measures must be taken into consideration)**

(b) Alternative arrangements must be timeously suggested if confirming seating or accommodation arrangements is impossible;

(c) Timeous confirmation (either printed or by electronic means) of the bookings both for air ticket, accommodation and car rental (Quote must specify kilometres as per estimate provided by Ikhala TVET official) after an official order has been received;

(d) Timeous delivery to the relevant official in the College, his or her nominee or point of delivery/collection, of the required travel documents;

(e) Provide information service to notify the official of such events as airport closure, cancelled flights, trains and buses, strikes, as well as political or safety conditions which may affect travel to any particular destination;

(f) Make the arrangements for the issuing of a foreign visa and other travel documentation;

(g) Make the traveller aware of any airport rules and procedures especially during transfer flights;

(h) Timeous submission of proof that the required services have been rendered so that payment can be arranged by the College, unless payment has been made by the individual concerned. Such proof will include the invoices, on which the required information is reflected;

(i) Timeous submission of the required management reports;

(j) Providing the names, addresses and telephone numbers of all branch offices and agencies, inside and outside South Africa, and agencies with whom liaison exists outside South Africa, upon request by the College. The names and telephone numbers of personnel available after hours must be made available to the Ikhala TVET College;

(k) Ensure confidentiality in respect of all travel and accommodation arrangements concerning all persons;

(l) Ensure effective negotiations with suppliers of all services to the benefit of the College;

(m) Ensure that travel insurance is arranged where necessary;

(n) Ensure continuous availability of services to provide for emergency and official traveling during public / normal holidays;

(o) Aid in terms of foreign currency exchange

(p) Where the accommodation is not utilized and no prior notification is made to the service providers, such non-utilization is to be reported to the College within 24 hours by the service providers.

6. EXPECTED OUTPUTS AND OUTCOMES

6.1 Output

The output is the written contracts with competent bidders for the procurement of travel management services. Formal contracts will be entered into between the College and the service providers after negotiations have taken place between the recommended bidder(s) and the College and following the approval of the award process.

6.2 Outcome

The key outcome is the rendering of the most efficient and effective travel management service for the College.

7. MINIMUM REQUIREMENTS

- A minimum of at least three reference letters from satisfied previous clients that have been serviced in the past five years should be provided, the submission must be on the relevant client's letterhead
- A minimum of three key personnel (inclusive of the project leader and a bookkeeper) from each bidder.
    - CVs of the team to be assigned to the project should be provided (The CVs must depict experience in providing similar services).
    - The team should be led by a representative (Project Leader) with relevant experience in providing corporate travel service experienced in providing corporate travel services and with experience in international fares, ticketing and key account management, the Project Leader will oversee the travel management services provided to Ikhala TVET College and ensure full compliance with all requirements of the contract with Ikhala TVET College.
    - CV of the Project Leader depicting at least a minimum of three (3) year' experience in leading similar projects).
- Service providers should provide a company profile.
- The successful bidder shall have modern equipment, maintain the necessary software facility to carry out the required services and infrastructure as utilized in the industry.

- A computer reservations system description of the administration process to book, confirm and communicate air, land travel and accommodation.
- Active Accreditation with IATA (International Air Transport Association) certificate or a letter from IATA with the membership number must be attached.
- Active Accreditation with ASATA (Association of South African Travel Agents) certificate or a letter from ASATA with the membership number must be attached.
- Proof of Financial stability – audited or independently reviewed financial statements by a firm of registered auditors for the past three financial years with a current ratio being equal to (1) one or higher.
- Contact details of the auditing firm must be provided.
- The company must be factually solvent (asset fairly valued must be greater than liabilities)
- Cash flow projections that reflect a viable going concern of the company
- Letter from the bank indicating that there were no dishonoured debit orders in the last six months
- Provision of after-hours service procedure, including but not limited to turn around times.

8. TERM OF CONTRACT

The contract period is three (3) years and is renewable upon review of performance.

9. EVALUATION CRITERIA

(a) All bids will be evaluated on an **80/20** preference point system

(b) Bids will be evaluated within the ambit of the Preference Procurement Policy Framework Act No 5 of 2000.

(c) 80 points will be allocated for price.

(d) A pre-qualifying percentage of **60%** on functionality will apply.

(e) Bidders who fail to meet the minimum qualifying percentage on functionality will be disqualified and will not be evaluated on price.

(f) The following values will apply to the evaluation criteria:
1 = Poor; 2 = Acceptable; 3 = Good; 4 = Very Good; 5 = Excellent.

9.1 Functionality

$$PS = \frac{So}{Ms} * Ap$$

Where:-

Ps = Percentage scored for functionality by bid/proposal under consideration

So = Score of the bid under consideration

Ms = Maximum possible score

AP = Percentage allocated for functionality:-

- Bidders score on functionality will not be included in the final points scored but determined to establish functionality abilities;
- The percentages allocated by all panel members must be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality;
- After calculation of the percentage for functionality, the prices of all bids that obtained the minimum score for functionality will be considered;
- Bids/proposals that do not score a specified minimum percentage (70%) for functionality will be disqualified at this stage.

Price

The 80/20 preference points system

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where:-

Ps = points scored for price of the bid/proposal under consideration;

Pt = Price of the bid under consideration

Pmin = Price of the lowest priced acceptable bidder

- The final score will be obtained by adding points obtained for price to the preference points.

  NB: Point score will be rounded to the nearest two (2) decimals.

11. VALIDITY PERIOD

All bids submitted will be valid for a period of 90 days after the closing date.

12. ADJUSTMENTS TO CONTRACT

All discounts against the standard tariffs of, or on accumulated expenditure on airline, car rental, rail and shuttle services and any rates, may not be adjusted to the disadvantage of Ikhala TVET College within the duration of the contract. Prices are subject to outer year escalation clauses linked to Consumer Price Index (CPI).

13. PRICING

- See **Annexure A** for pricing schedule which will be used as a guide in price evaluation process.
- Prices must be quoted in South African currency and must be inclusive of VAT.

14. Billing / Payment Method

(a) All payments will be made on confirmation of services rendered and submission of a valid tax invoice.

(b) The invoices should include the provided order number/after-hours go-ahead by the relevant Authorised official(s).

(c) No copies or emailed invoices will be processed.

(d) The service providers must supply the College with a monthly statement, referenced by the individual invoices that relates to the invoices on the statement for the month.

(e) The invoice together with supporting documents must be issued to the College at least within seven days after completion of services rendered.

The invoices are to contain the following minimum basic information and additional specific information relating to the indicated service provided:

14.1 Basic Information

- Invoice number and Date
- Travel Agent's name, address, office of issue, and consultant's name
- Banking Details
- Travel Order/Authorisation number (A copy must accompany the invoice)
- Total amount of the invoice (Inclusive of VAT)
- Copy of the order/ After-hour authorization name

14.2 Air Travel Information

- Date of Travel
- Air ticket number
- Airlines company name
- Passenger's name
- Copy of the order / After-hour authorization name.

14.3 Accommodation

- Date and period of accommodation
- Service Provider
- Name of Person
- Passenger's name

- Copy of the service provider’s invoice and detailed service vouchers.
- Invoices to be collected from service providers by travellers in cases of international trips.
- Copy of the order / After-hour authorization name.

14.4 Vehicle/Car Rental

- Date and period of travel
- Service Provider
- Class of vehicle used
- Name of Person (Official driver including co-driver).
- Copy of the service provider’s invoice and detailed trip sheet indicating the distance travelled and the starting points and destinations.
- Fuel Charges
- Copy of the order / After-hour authorization name.

14.5 Credit Notes: Credit Notes are to contain the following minimum information

- Credit note number and date
- Travel Agent’s name, address, office of issue, and consultant’s name.
- Name of person and designation
- Travel Authorisation/Order Number
- Invoice number and date
- Total amount credited (Inclusive of VAT).

15. Evaluation Criteria

The evaluation criteria as set out hereunder will assist the College to ensure conformity to all tender requirements. The College’s evaluation team shall use the evaluation criteria, weights, applicable values and / or minimum qualifying score for functionality as indicated in the tender document. The evaluation criteria can be discussed and clarified with all attendees at the compulsory information session, where applicable, as an aid to prepare for such evaluation.

The set evaluation criteria shall be used as a guideline, but not limited to the following process:

15.1 Pre-qualification/Mandatory information requirement

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers’ compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

The following is the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Description	***Requirement***	***Circle yes if submitted***	
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Technical specifications and pricing	Attach your pricing schedule as per specifications.	Yes	No
Banking Rating	Provide bank rating of not less than C	Yes	No
Company registration documents	Provide Company registration documents	Yes	No
ID Copies of directors	Certified & not older than 6 months	Yes	No
Tax Pin	An original valid Tax Pin	Yes	No
Company proof of address	Municipal statement of account not older than 3 months and/or valid lease agreement	Yes	No
Declaration of Interest	Fully completed SBD forms	Yes	No
Registration On Central Supplier Data Base (CSD)	Provide a copy of the recent full and summary reports of registration on National Treasury Central Supplier Database	Yes	No
ASATA	Submit originally certified copy of ASATA certificate	Yes	No
IATA	Submit originally certified copy of IATA certificate	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

15.2 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below:

FUNCTIONALITY EVALUATION CRITERIA		REQUIRED EVIDENCE	POINTS ALLOCATION
1. Experience: Number of clients (contactable references) that the bidder has successfully undertaken in the past five years.			
5 or more clients with reference letters	40 points	Signed reference letters in relation to the required services must be attached and must be accompanied by appointment letters and/or signed Service level agreement and/or signed purchase order. Reference letters must be on the company letterhead of the client, must be dated and signed, must indicate contract duration and value, and have contact telephone number and email address. Only projects completed within the past 5 years will be considered. Current contract will only be considered if it's above 60% of the original duration. NB: 0 points will be claimed where submitted clients/ references cannot be contacted and are not accompanied by the required documents.	40
4 clients with reference letters.	30 points		
3 clients with reference letters	20 points		
2 clients with reference letters	10 points		
Less than 2 projects	0 points		
2. Competency & Capacity for the Proposed Team - Attach CVS, Relevant Accreditations and Certifications)			
Head of Operations (Minimum 5 years' experience)	10 points	The bidder to provide CVs of dedicated staff to Ikhala TVET College indicating experience in travel management environment. The CVs must be submitted with the originally certified copies of ID and certificates not older than six (60) months and should reflect a minimum of 5 years' experience in travel management If the required CVs, certified copies of ID's and certificates are not attached or certified, no points will be allocated. Copy of a certified copy will not be considered.	30
Account Manager (Minimum 5 years' experience)	10 points		
Consultant (24-hours availability) (Minimum 5 years experience)	10 points		
If the required minimum years of experience is not met	0 points		
3. Methodology and Project implementation plan			
Methodology and approach are fully adequate to meet the requirements of the College	20 points	Bidders must submit the proposed approach to deliver/render the travel management services, including work plan, resources and communication strategies. Appropriateness of the tools used by the organization and how they will satisfy the requirements of the assignment. The Service provider must demonstrate knowledge of activities outlined in the project. No points will be allocated if all the above is not demonstrated in the methodology	20
Methodology and approach that cover the minimum requirements of the College	10 points		
Inadequate methodology and approach to meet the requirements of the College	0 points		
5. **Financial Stability: The bidder must submit Annual Financial Statement and the recent banking rateing.**			
Annual Financial Statements (Past 3 Years)	10 points	The bidder must submit annual financial statements for the three (3) most recent financial years. The statements will be evaluated to assess the bidder's financial stability, liquidity, profitability, and overall financial capacity to successfully deliver the contract. (5 points)	10
TOTAL			**100**

15.3 STEP 2: FUNCTIONALITY TABLE

A tenderer shall proceed to the next stage of evaluation if a percentage score of 70% is obtained. Tenderers that fail to achieve the minimum qualifying percentage score for functionality (70%) will not proceed to the next stage of evaluation.

15.4 STAGE 2: PRICE AND SPECIFIC GOALS

The 80/20 preference point system will be used. Only tenders that achieve the minimum stipulated threshold for functionality of 70% will be evaluated further in accordance with the 80/20 preference point systems. The 80 points will be allocated for price whilst 20 points will be allocated for specific goals, both totaling 100 points.

16. GENERAL

The successful service provider must enter into a service level agreement with the College and the College will reserve the right to cancel such agreement by giving 30-day notice.

The service level agreement will include invoicing conditions and maximum invoicing periods.

17. PRICE SCHEDULE

Bidders must complete the pricing schedule in full, failing which such bidder/s will be disqualified. Bidders must indicate if/where transactional fees are either not applicable or not charged.

Item	**Service Category**	**Rate to be charged (R)**
1	Reservation of domestic air ticket	
2	Reservation of regional air ticket	
3	Reservation of international air ticket	
4	Reservation of accommodation	
6	Reservation of car rental	
7	Reservation of shuttle service	
8	Conference booking	
9	Airport parking	
10	Voyager Tickets	
	Total (All-inclusive, Incl. VAT)	**R**
11	If fees are not fixed for the duration of the contract period, indicate when and by how much percentage they will be increased	