



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MINUTES FOR NON-COMPULSORY VIRTUAL BRIEFING SESSION

DATE: 09 JUNE 2025

TIME: 10:00 to 12:00

TENDER NUMBER: DHET166

DESCRIPTION APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO ARRANGE TRAVEL AND SUITABLE ACCOMMODATION ON BEHALF OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING FOR A PERIOD OF 36 MONTHS

1. WELCOME AND INTRODUCTION

Ms Qwabe welcomed everyone and request the Department of Higher Education and Training (DHET) team to introduce themselves and the service provider to introduce themselves in the chat box. The following officials from the Department introduced themselves: Ms Nkuna (Supply Chain Management) and Mr L Kearns (Project Manager).

The following Companies/ Bidders introduced themselves in the chatbox:

- Satguru Corporate Travel
- CWTSA
- Panther Corporate Travel
- Rennies BCD Travel
- Travel Adventures
- Glodin Holdings t/a Glodin Travel
- Tunimart Travel
- Munghana Leisure & Tourism
- WingsNaledi Travel Management
- XL Nexus Travel
- Harvey World Travel
- Atlantiscorporate
- Reynolds
- INOVAIO
- Travadv
- Akafin
- Twf
- Glodin

BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Mr Kearns.

2. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

The SCM indicated that:

- The briefing session was non-compulsory as indicated in the Tender advert. Non-attendance to the briefing session does not lead to disqualification of the Bidders' proposal/s.
- The tender is closing on **30 June 2025 at 11:00**. A bid which is submitted after 11:00 on the closing date will be regarded as late and will not be accepted by the DHET.
- The documents must be submitted in hard copies; emailed documents will not be accepted.
- Bid documents will only be considered if received by the Department before or on the closing date and time, regardless of the method used to send or deliver such documents to the Department.
- The Bidder(s) are required to submit two (2) copies of each file, (one (1) original, one (1) duplicate copy) and one (1) Memory-Stick of each file. The information must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the files and information in the Memory-Sticks must be labelled and submitted to the Department in two separate envelopes and format as follows:
- The clarity seeking questions should be done at least five (5) days before the closing date as indicated in the tender advert. The questions should be directed to Tenders@dhnet.gov.za.
- The discussions during the briefing session and the questions raised after the briefing session will be consolidated, responded to and uploaded on the Department's website (www.dhnet.gov.za) and eTender Portal (www.etenders.gov.za) where the tender advert and documents are published.
- Bidders must read the Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required.

3. QUESTIONS RAISED AND RESPONSES PROVIDED (during the briefing session)

No	Question raised	Response/Clarity
1.	Is the tender going out 100% online or is it going to be split where a certain percentage is in tradition and the other is online? Because it is not possible to do everything online?	The intention is to have an online system to the benefit of the travel bookers, travelers and the Department. The Department desires to appoint a service provider that will arrange travel services online on its behalf, and therefore will not be involved in the back-office management. To this end, if a bidder is not able to provide the full online service, they may separately indicate other means of operation and costs. Because the Department outsources this function, it acknowledges that it does not have the systems and expertise, but bidders will have to indicate related costs for their offerings. Where a bidder is of the view that it cannot provide a full electronic system, such bidder is encouraged to indicate which services will not be electronic and make separate inputs in their proposal.
2.	We are interested in this bid and our company do not have experience with travel; we think we will form a joint venture. We want clarity regarding online; you want a company that will link you with the system that you're already using. We will be getting costs from the hotels and bookings to say how much it could cost you and that's how we become your service provider.	Bidders are welcome to enter into agreements with other companies for joint venture, sub-contracting, or other arrangements. As it pertains to systems, the current contractor is using TravelIT, but the system is not the property of the Department. Therefore bidders are welcome to present their operating system.
3.	Are we allowed to add more lines to the pricing schedule, if those 4 lines are not sufficient?	Yes
4.	On Annexure A2 are we allowed to retype, or do you want us to hand write on it?	SCM advertised word version on etender and departmental website

5.	 Annexure A2.msg The attached email coming from a bidder suggesting a new pricing schedule	The question is addressed under 1 supra. Bidder may separately indicate which service offering cannot be done online and its related costs.
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4. CONCLUSION

Bidders were reminded:

- To be mindful of the tender closing date and time as indicated in the tender advert.
- That they can still ask questions until at least five (5) days before the closing date; questions should be directed to Tenders@dhnet.gov.za.

Ms Qwabe thanked the Bidders for attending the briefing session and wished them well with the preparation and submission of their bids.

The session was adjourned.

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