



BID DOCUMENT

BID E21/2023/2024 RENDERING OF TRAVEL MANAGEMENT SERVICES WHICH INCLUDES AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FROM QUALIFIED TRAVEL COMPANIES FOR FREE STATE DEPARTMENT OF EDUCATION PERIOD: THREE YEARS FROM THE DATE OF APPROVAL

BID NUMBER: E21/2023/2024

CLOSING DATE: 17 NOVEMBER 2023

TIME: 11:00 AM

VALIDITY PERIOD: 90 DAYS

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION 1

- ❖ SBD 1: Invitation to Bid
- ❖ SBD 3.2: Pricing Schedule
- ❖ SBD 4: Declaration of Interest
- ❖ SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022

SECTION 2

- ❖ Standard Conditions of Bid

SECTION 3

- ❖ Special Conditions of Contract
- ❖ Specification/Terms of Reference
- ❖ Schedule of Tenderer's Experience
- ❖ Resource Information sheets
- ❖ Annual Financial Statement Declaration
- ❖ Functionality Criteria

SECTION 4

- ❖ Dividers for attachments
- ❖ Joint Venture Annexure
- ❖ Checklist
- ❖ General Conditions of Contract (GCC)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

LIST OF RETURNABLE DOCUMENTS

| THE BIDDER MUST COMPLETE AND SIGN THE FOLLOWING RETURNABLE DOCUMENTS: | |
|--|-----------------|
| Bid Document Name | Number of Pages |
| SBD 1: Invitation to Bid | |
| SBD 3.2: Pricing schedule | |
| SBD 4: Declaration of Interest | |
| SBD 6.1: Preference Points Claim Form in terms of the PPR 2022 | |
| Schedule of tenderer's experience. | |
| Resource information sheets for: <ul style="list-style-type: none"> • Senior Travel Consultant, • Travel Consultant and • Finance Officer | |
| Annual Financial Declaration form. | |

| BIDDER MUST ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT | |
|---|--|
| Attached ASATA/IATA certificate. | |
| Where a bidding company is using a 3rd party IATA or ASATA license, a copy of the agreement between the bidding company and the ASATA and IATA registered company <i>together</i> with a certified copy of the accreditation certificate of the latter. | |
| Documentation for evaluation on Functionality Criteria | |
| Documentation to claim points for Specific Goals | |

| Name of Bidder | Signature | Date |
|----------------|-----------|------|

| | | | | | |
|-------------|-------------|-------------|-------------|-------------|-------------|
| <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |
| Contractor | Witness 1 | Witness 2 | Employer | Witness 1 | Witness 2 |



SECTION 1

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SBD 1

**PART A
INVITATION TO BID**

| | | | | | |
|---|--|---------------|---|--|------------------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY) | | | | | |
| BID NUMBER: | E21/2023/2024 | CLOSING DATE: | 17 NOVEMBER 2023 | CLOSING TIME: | 11:00 |
| DESCRIPTION: | RENDERING OF TRAVEL MANAGEMENT SERVICES WHICH INCLUDES AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FROM QUALIFIED TRAVEL COMPANIES FOR FREE STATE DEPARTMENT OF EDUCATION | | | | |
| PERIOD: | THREE YEARS FROM DATE OF APPROVAL | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT: N8 Gateway Office Park, Plot 22 C/O Rudolf Greyling & AW Louw Avenue Estoire, BLOEMFONTEIN, 9301 THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3 | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | K Rampai | | CONTACT PERSON | PC Legegeru | |
| TELEPHONE NUMBER | 051-4041873 | | TELEPHONE NUMBER | 082 042 5570 | |
| FACSIMILE NUMBER | | | FACSIMILE NUMBER | | |
| E-MAIL ADDRESS | K.Rampai@fseducation.gov.za | | E-MAIL ADDRESS | P.Legegeru@fseducation.gov.za | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA..... |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE | |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| | | | |
|--|--|--|--|
| SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | | | QUESTIONNAIRE BELOW] |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO 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 | | | |

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-FILED THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. |
| 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. |
| 2.7 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:

.....

| | | | | | |
|------------|-----------|-----------|----------|-----------|-----------|
| | | | | | |
| Contractor | Witness 1 | Witness 2 | Employer | Witness 1 | Witness 2 |

PRICING SCHEDULE

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

T2.1-.7



SDB. 3.2 PRICING SCHEDULE – NON-FIRM PRICES

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS. 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: E21/2023//2024 | | |
|--|---|---|----------------------------------|----------------------------------|---|----------------------------------|----------------------------------|
| Closing Time 11:00 on 17 NOVEMBER 2023 | | | | | Validity Period: 90 Days | | |
| ITEM | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) | | | BID PRICE IN RSA CURRENCY (EXCLUDING VAT) | | |
| | RENDERING OF TRAVEL MANAGEMENT SERVICE IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR THE DEPARTMENT (Traditional Booking and On-Line Booking) | FEE PER PERSON | | | FEE PER PERSON | | |
| A | DOMESTIC: AIR TRAVEL | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR |
| A1 | Domestic Air Ticket | | | | | | |
| A2 | Air ticket – reissue Domestic | | | | | | |
| A3 | Refund Admin Fee (excluding airline charges) straight refund | | | | | | |
| A4 | Lost Ticket indemnity fee (excluding airline charges) | | | | | | |
| A5 | Change Booking Fee | | | | | | |
| A6 | Cancellation Fee (same day) | | | | | | |
| A7 | Cancellation Fee (next day) | | | | | | |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



| ITEM | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) | | | BID PRICE IN RSA CURRENCY (EXCLUDING VAT) | | |
|----------|---|--|--------------------------------------|--------------------------------------|--|--------------------------------------|--------------------------------------|
| | RENDERING OF TRAVEL MANAGEMENT SERVICE IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR THE DEPARTMENT | FEE PER PERSON | | | FEE PER PERSON | | |
| A8 | Parking | | | | | | |
| A9 | Travel Insurance | | | | | | |
| A10 | SMS Notification | | | | | | |
| A11 | 24 Hour emergency Call Center charges (surcharges) including weekends and public holidays | | | | | | |
| A12 | Transfer Services | | | | | | |
| B | INTERNATIONAL : AIR TRAVEL | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR |
| B1 | International Air Ticket (Economy) | | | | | | |
| B2 | Air ticket – reissue International | | | | | | |
| B3 | Refund Admin Fee (excluding airline charges) straight refund | | | | | | |
| B4 | Lost Ticket indemnity fee (excluding airline charges) | | | | | | |
| B5 | Change Booking Fee | | | | | | |
| B6 | Cancellation Fee (same day) | | | | | | |
| B7 | Cancellation Fee (next day) | | | | | | |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



| | INTERNATIONAL : AIR TRAVEL (continue) | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR |
|------|---|--|------------------------------|------------------------------|--|------------------------------|------------------------------|
| ITEM | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) | | | BID PRICE IN RSA CURRENCY (EXCLUDING VAT) | | |
| | RENDERING OF TRAVEL MANAGEMENT SERVICE IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR THE DEPARTMENT | FEE PER PERSON | | | FEE PER PERSON | | |
| B8 | Parking | | | | | | |
| B9 | Travel Insurance | | | | | | |
| B10 | SMS Notification | | | | | | |
| B11 | 24 Hour emergency Call Centre charges (surcharge) including weekends and public holidays. | | | | | | |
| B12 | Transfer Services | | | | | | |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



| ITEM | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) | | | BID PRICE IN RSA CURRENCY (EXCLUDING VAT) | | |
|----------|--|--|------------------------------|------------------------------|--|------------------------------|-----------------------------|
| | RENDERING OF TRAVEL MANAGEMENT SERVICE IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR THE DEPARTMENT | FEE PER PERSON | | | FEE PER PERSON | | |
| C | ACCOMMODATION | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION% FOR 3rd YEAR |
| C1 | Domestic Accommodation (including Bed & Breakfast) | | | | | | |
| C2 | Domestic Accommodation (excluding Breakfast) | | | | | | |
| C3 | Group of more than 5 - Domestic Accommodation (including Bed & Breakfast) | % | | | % | | |
| C4 | Group of more than 5 - Domestic Accommodation (excluding Breakfast) | % | | | % | | |
| C5 | International Accommodation (including Bed & Breakfast) | | | | | | |
| C6 | International Accommodation (excluding Breakfast) | | | | | | |
| C7 | Group of more than 3 - International Accommodation (including Bed & Breakfast) | % | | | % | | |
| C8 | Group of more than 3 - International Accommodation (excluding Breakfast) | % | | | % | | |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



| ITEM | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) | | | BID PRICE IN RSA CURRENCY (EXCLUDING VAT) | | |
|------|--|--|--|--|--|--|--|
| | RENDERING OF TRAVEL MANAGEMENT SERVICE IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR THE DEPARTMENT | FEE PER PERSON | | | FEE PER PERSON | | |
| C9 | Accommodation long term stay (8 days and longer) for domestic and international accommodation) | % | | | % | | |
| C10 | Accommodation Booking Fee including Bill Back | | | | | | |
| C11 | Refund Admin Fee | | | | | | |
| C12 | Change Booking Fee | | | | | | |
| C13 | Visas (per passport) | | | | | | |
| C14 | Emergency Visa Fee (per passport) | | | | | | |
| C15 | Visa 2-4 pax per person | | | | | | |
| C16 | Visa 5 plus pax per Person | | | | | | |
| C17 | Cancellation fee | | | | | | |
| C18 | Parking | | | | | | |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| ITEM | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) | | | BID PRICE IN RSA CURRENCY (EXCLUDING VAT) | | |
|----------|--|--|--|--|--|--|--|
| | RENDERING OF TRAVEL MANAGEMENT SERVICE IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR THE DEPARTMENT | FEE PER PERSON | | | FEE PER PERSON | | |
| D | CAR HIRE/TRANSPORT | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR |
| D1 | Domestic Car Hire | | | | | | |
| D2 | International Car Hire | | | | | | |
| D3 | Car Booking including Bill Back Fee | | | | | | |
| D4 | Shuttle Services (Point-to-Point and/or Hotel) - International - Domestic | | | | | | |
| D5 | Chauffeur Services | | | | | | |
| D6 | Rail/Bus Bookings | | | | | | |
| D7 | Change Booking Fee | | | | | | |
| D8 | Cancellation fee | | | | | | |
| E | BUNDLE FEE | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR |
| E1 | Bundle Fee (Accommodation, Air Travel and Car Hire) | | | | | | |
| E2 | Change Booking Fee | | | | | | |
| E3 | Cancellation fee | | | | | | |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



| ITEM | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) | | | BID PRICE IN RSA CURRENCY (EXCLUDING VAT) | | |
|----------|--|--|------------------------------|------------------------------|--|------------------------------|------------------------------|
| | RENDERING OF TRAVEL MANAGEMENT SERVICE IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR THE DEPARTMENT | FEE PER PERSON | | | FEE PER PERSON | | |
| F | OTHER SERVICES | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR | 1st YEAR BOOKING FEE | ESCALATION % FOR 2nd YEAR | ESCALATION % FOR 3rd YEAR |
| F1 | Electronic management reporting | | | | | | |
| F2 | Electronic account reconciliation and matching (up to 2000 transactions a month) | | | | | | |
| F3 | Electronic account reconciliation and matching (over 2000 transactions a month) | | | | | | |
| F4 | Electronic voucher retrieval(via smartphone or web) | | | | | | |
| F5 | International Driver's License | | | | | | |
| | REQUIRED BY: DEPARTMENT | | | | | | |
| | Does offer comply with specification | | | | | | YES/NO |
| | If not to specification, indicate deviation(s) | | | | | | |
| | Period required for delivery | | | | | | |
| | Delivery: Firm/not firm | | | | | | |
| | Delivery basis (all delivery costs must be included in the bid price) | | | | | | |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 4

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 State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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.



SBD 4

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.
- 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.

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.

- 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

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.

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:

| | POINTS |
|---|--------|
| PRICE | 90 |
| SPECIFIC GOALS | 10 |
| Total points for Price and SPECIFIC GOALS | 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:

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

Where

- 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:

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

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 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
 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 claimed (90/10 system) (To be completed by the tenderer) |
|--|---|--|
| HDI: Race: Black owned: | 5 points: (1%-25% black owned=1 point 26%-50% black owned= 3 points 51% and more black owned = 5 points) | |
| Promotion of enterprises located in a specific province (Free State based companies) | 5 points | |

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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4.6. 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;
 - (a) 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 –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 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:



SECTION 2

STANDARD BID CONDITIONS

1. PRICES SBD 3.1

- 1.1 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. delivery, VAT, etc.
- 1.2 The SBD 3.2/pricing schedule **must** be fully completed in pen ink. **Failure to do so will invalidate your offer.**
- 1.3 Service provider must ensure correct calculations as the department will not take responsibility for incorrect prices.

2. COMPLETION AND SUBMITTING OF BID DOCUMENT

A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED

- 2.1 **SBD 1:**
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.
- 2.2 **SBD 4:**
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the SBD 4. Failure to complete and sign the SBD 4 may disqualify your offer.
- 2.3 **SBD 6.1:**
The Preference Point Claim form in terms of the Preferential Procurement Regulations 2022: Should be completed and signed by service provider if points are claimed.

B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS

- 2.4 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable and will invalidate your bid.**
- 2.5 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.
- 2.6 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction.

C. BID FORMS

- 2.7 The bid forms should not be retyped or redrafted.
- 2.8 Only the bid documents issued by the Department of Education Free State must be used.
- 2.9 Bid documents to be completed in full.
- 2.10 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

D. SUBMITTING OF BID DOCUMENTATION

- 2.11 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.
- 2.12 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

**Department of Education
Acquisition Management Sub-Directorate
N8 Gateway Office Park
Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire
BLOEMFONTEIN
9301**

THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3

The bid number and closing date must be clearly indicated on the sealed envelope.

- 2.13 Bidders must ensure that bids are delivered timeously to the **correct address**.
- 2.14 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.
- 2.15 Bid documents can be **downloaded** from the National Treasury eTender Publication Portal free of charge at the following address:

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

(Click then on *Opportunities* and choose *Currently Advertised*) -

OR

<http://www.education.fs.gov.za>

(Click on Budget & Procurement and choose bids and then bid documents.)

3. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

4. NO BRIEFING SESSION WILL BE CONDUCTED

5. FUNCTIONALITY

The Department reserves the right to request a presentation should the need arise for this bid.

****A bidder who scored less than 42 OUT OF 60 POINTS** on the total functionality points will automatically be disqualified.

6. EVALUATION ON PRICE AND PREFERENCE (90/10 preference point system)

- 6.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022 Regulation 3.1 (a) and (b).

Preferential Procurement Regulation, 2022 Regulation 3.2 (a) further stipulates the following:

“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. “

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

$$P_s = 80/90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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

- 6.2 Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.
- 6.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit the proof as required for specific goals.
- 6.4 Only Bidders who have completed and signed SBD 6.1 AND who submitted the relevant proof for specific goals will be considered for preference points.
- 6.5 Failure on the part of the tenderer to submit proof of documentation required in terms of the tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed and will therefore be allocated zero points.
- 6.6 **Criteria for breaking deadlock in scoring:** If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

7. SPECIFIC GOALS

Where points are claimed for specific goals the SBD 6.1 form should be completed and signed and the following documentation should be attached as proof that bidder qualify for the points for specific goals:

| Specific goal | Total Number of Points allocated | Documents that should be attached in order to claim points: |
|---|---|--|
| HDI: Race: Black owned: | 5 (1%-25%= 1 point 26%-50%= 3 points 51% and more = 5 points) | <ul style="list-style-type: none"> Valid and original/original certified copy of accredited BBBEE certificate or valid and original/original certified copy of sworn affidavit and CSD report |
| The promotion of enterprises located in the Free State province for work to be done or services | 5 | <p>Municipal/water/electricity account of the bidder's premises</p> <ul style="list-style-type: none"> The account must be in the bidders name/Directors' name/s. The account should not be older than 3 |

| | | |
|--|-----------|---|
| <p>to be rendered in that province:</p> <p>Locality:</p> <p><u>Free State based</u></p> | | <p>months</p> <p><u>Or</u></p> <p>SIGNED Lease agreement:</p> <p>In case of lease agreement the following should be submitted with the lease agreement:</p> <ul style="list-style-type: none"> • Certified copies of invoices (from Lessor) for the last three consecutive months; and • Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant. |
| TOTAL POINTS: | 10 | |

8. **JOINT VENTURE AGREEMENT**

- 8.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a **joint venture agreement should be submitted together with the bid.**
- 8.2 **Kindly complete attached Joint Venture Annexure (if you bid as a Joint Venture).**
- 8.3 **Failure to submit a Joint Venture agreement that are signed by all the parties in the Joint Venture/Consortium will render the bid non-responsive and your offer will be disqualified.**
- 8.3 Individual entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD.
- 8.4 It is expected that a joint venture/consortium should open a joint bank account .Proof of the bank account should be submitted within 30 days after the awarding of the contract.
- 8.5 A Joint Venture or consortium must submit a consolidated B-BBEE status level verification certificate/sworn affidavit in order to claim points for specific goals.

9. **PAYMENT TO SUPPLIERS**

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

10. **LEGISLATION / LAWS**

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

11. **VALIDITY PERIOD OF BID**

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents **(90 DAYS)** and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

12. QUANTITIES

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs and availability of funds. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities.

Where quantities are specified, "as required" the quantities will be ordered as and when needed.

13. SPECIFICATION – BIDDERS RESPONSE

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

14. QUALIFICATIONS OF BIDDERS

- 14.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.
- 14.2 The department will disqualify any bid from a bidder whose name appears on the national list of restricted bidders/suppliers/persons.
- 14.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.
- 14.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

15. COMPLIANCE TO CONTRACT

- 15.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.
- 15.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

16. JOB CREATION

- 16.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.
- 16.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid: _____
- 16.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid: _____
- 16.1.3 Indicate whether the service of Free State Citizens will be utilized:

YES ☐ NO ☐ [TICK APPLICABLE BOX]

17. CENTRAL SUPPLIER DATABASE (COMPULSORY)

Please note that bidders should be registered on the Central Supplier Database.

PLEASE SUBMIT A PRINTOUT REPORT OF YOUR COMPANY'S DETAILS AS REFLECTED ON THE CENTRAL SUPPLIER DATABASE.

18. LOCAL CONTENT

Service providers are being encouraged to make use of local production and local content.

19. MAXIMUM DELIVERY PERIOD

As indicated in specification.

20. PENALTIES

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

21. SUCCESSFUL BIDDERS

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensure that the income tax number and VAT number (where applicable) are indicated on the Invoice.

**22. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED
**A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY
CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.****

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

23. VALID TAX MATTERS

It is a condition that the Tax matters of the successful bidder/s are in order.

24. SUPPLIER DUE DILIGENCE

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/non announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.



25. DECLARATIONS

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I _____ in my capacity as _____ of
_____(Company), hereby certifies that I take note and accept the
above-mentioned Standard Conditions, Special Conditions of the Contract and the General
Conditions of a Contract. I further declare that the information submitted is correct.

SIGNATURE

Contact person of company: _____

Tel. of company: (____) _____

Fax of company: (____) _____

Contact person of company: _____

Tel. of company: (____) _____

Fax of company: (____) _____

SECTION 3

- **SPECIAL CONDITIONS**
- **TERMS OF
REFERENCE/SPECIFICATION**
- **SCHEDULES OF EXPERIENCE**
- **RESOURCE INFORMATION
SHEETS**
- **FINANCIAL STATEMENT
DECLARATION**
- **FUNCTIONALITY CRITERIA**

SPECIAL CONDITIONS

- 1) Proof of registration ASATA and IATA (**certified copy of accreditation certificate**) or proof of right to use ASATA and IATA accreditation of another company must be submitted. ***(Failure to submit the proof of registration will result in disqualification.)***
 - (i) Bidders are required to submit their International Air Transport Association (IATA) and Association of Southern African Travel Agents (ASATA) license/certificate (certified copy) at closing date.
 - (ii) Where a bidding company is using a 3rd party IATA or ASATA license, a copy of the agreement between the bidding company and the ASATA and ATA registered company together with a certified copy of the accreditation certificate of the latter company must be attached.
- 2) The department has the right to appoint one or more than one Travel Management companies.



TERMS OF REFERENCE

1. PURPOSE OF THE BID

- 1.1. This bid is an invitation for Bidders to submit a proposal for the provision of the Travel Management Services as set out in the SBD 3.2.
- 1.2. Bidder/s may bid for Traditional Booking or On-Line Booking system and must clearly indicate in their bid which system they intend to use.

2. OBJECTIVE

- 2.1. The objective of the bid is to appoint Travel Management Companies (TMCs) in line with the following Departmental objectives -
 - 2.1.1. provide travel management services that are cost-effective, consistent, and reliable.
 - 2.1.2. ensure that quality service is rendered in line with the Service Level Agreement;
 - 2.1.3. improve spend visibility through detailed management reporting;
 - 2.1.4. operate within the travel policy to assist with the improvement of traveler behavior in order to minimize irregular, fruitless and wasteful expenditure.
 - 2.1.5. ensure the efficient and effective facilitation of domestic and international travelling and accommodation bookings requirements for the department;
 - 2.1.6. ensure that the most economical travelling and accommodation means are utilized by the department;
 - 2.1.7. better travel and accommodation procurement turnaround times

3. LEGISLATIVE AND REGULATORY FRAMEWORK

- 3.1. This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail and Travel Framework.

4. DEFINITIONS

- 4.1. **Accommodation** means the rental of lodging facilities while away from one's place of abode, but on authorized official duty.
- 4.2. **After-hours service** refers to an enquiry or travel request that is actioned after normal working hours, i.e. 17h00 to 8h00 on Mondays to Fridays and twenty-four hours on weekends and public holidays.
- 4.3. **Air travel** means travel by airline on authorized official business.
- 4.4. **ASATA** means Association of Southern African Travel Agents which is a representative forum that promotes professional service in the travel industry for its members and their clients.

- 4.5. **IATA** means International Air Transport Association, trade association for the world's airlines, representing some 290 airlines or 83% of total air traffic.
- 4.6. **Authorizing Official** means the employee who has been appointed to authorize travel in respect of travel requests and expenses.
- 4.7. **Car Rental** means the rental of a vehicle for a short period of time by a Travelers for official purposes.
- 4.8. **Department** means the Department of **EDUCATION**.
- 4.9. **Domestic travel** means travel within the borders of the Republic of South Africa.
- 4.10. **Emergency service** means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.
- 4.11. **International travel** refers to travel outside the borders of the Republic of South Africa.
- 4.12. **Management Fee** is the fixed negotiated fee payable to the Travel Management Company (TMC) in monthly instalments for the delivery of travel management services.
- 4.13. **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.
- 4.14. **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, South Africa, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe.
- 4.15. **Service Level Agreement (SLA)** is a contract between the TMC and the department that defines the level of service expected from the TMC.
- 4.16. **Shuttle Service** means the service offered to transfer a traveler from one point to another, for example from place of work to the airport.
- 4.17. **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, after hours and courier fees.
- 4.18. **Transaction Fee** means the fixed negotiated fee charged for each specific service type e.g., international air ticket.
- 4.19. **Traveler** refers to an official, consultant or contractor travelling on official business on behalf of the Department.
- 4.20. **Travel Authorization** is the official form utilized by Department reflecting the detail and order number of the trip that is approved by the relevant authorizing official.
- 4.21. **Travel Booker** is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the traveler.
- 4.22. **Travel Management Company** or TMC refers to the Company contracted to provide travel management services (*Travel Company*).
- 4.23. **Travel Voucher** means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.

- 4.24. Value Added Services** are services that enhance or complement the general travel management services e.g. travel advisories.
- 4.25. VAT** means Value Added Tax.
- 4.26. VIP or Executive Service** means the specialized and personalized travel management services to selected employees of the Department by a dedicated consultant to ensure a seamless travel experience.
- 4.27 “best price of the day” means—**
- (a) for airline bookings: the lowest fare offered at the time of booking, provided that this fare is offered in conjunction with suitable travel times. Travel Bookers to take cognisance of airline discount agreements negotiated by National Treasury;
 - (b) for accommodation bookings: the lowest rate available at suitable accommodation establishments within reasonable distance from place of duty. The travel booker will determine the most appropriate star rating, based on an assessment of government business requirements and total cost of travel (typically, accommodation rates plus transportation costs). Travel bookers to take cognisance of the maximum allowable accommodation rates prescribed by National Treasury;

5. SCOPE OF WORK

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

- 5.1.1** The contracted services will be provided to all Travelers travelling on behalf of the 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 of such persons.
- 5.1.2** The Travel Management Company (TMC) will make all reservations in line with the Travel Policy.
- 5.1.3** The TMC 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.
- 5.1.4** Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the Travel Management Company's account.
- 5.1.5** The participation in third party incentive schemes promoting sales of a specific product etc. is not allowed.
- 5.1.6** The TMC will create traveler Profiles for all Travelers and ensure that the information is updated.
- 5.1.7** The TMC will assist to manage the third-party service providers by addressing service failures and complaints against these service providers.

5.2. Reservations

- 5.2.1.** The TMC will always endeavor to make the most cost-effective travel arrangements while taking the convenience and requirements of the traveler into consideration.

- 5.2.2. The TMC must have a full understanding of all the destinations and routings to be able to advise the Traveler of alternative plans that are more cost effective and more convenient where necessary.
- 5.2.3. The Department reserves the right to request proof that the TMC has requested a minimum of three (3) price comparisons/quotations for travel requests.
- 5.2.4. The TMC will book the negotiated discounted fares and rates where possible.
- 5.2.5. The TMC will respond timely and process all requests, changes and cancellations timeously and accurately.
- 5.2.6. The TMC will advise the Traveler of all Visa and inoculation requirements well in advance.
- 5.2.7. The TMC will assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.
- 5.2.8. The TMC must also facilitate any reservations that are not bookable on the Global Distribution System (**GDS**).
- 5.2.9. The TMC will facilitate the bookings that are generated through their own or third party Online Booking Tool (**OB**T) where it can be implemented.
- 5.2.10. The TMC will also facilitate the bookings that are generated through the online request and approval system to be implemented in the near future.

5.3 Air Travel

- 5.3.1 The TMC must be able to book full-service airlines as well as low-cost carriers.
- 5.3.2 The TMC should obtain three or more price comparisons/quotations where applicable to present the most cost effective and practical routing to the Traveler.
- 5.3.3 The airline ticket/electronic air ticket must include the applicable agreement number and the individual loyalty program number of the Traveler (if applicable). The following information should be displayed on the ticket: ticket number, name of Traveler, depart and destination and the costs there of.
- 5.3.4 The airline ticket must include the applicable agreement number and the individual loyalty program number of the Traveler (if applicable).
- 5.3.5 The TMC will be responsible for the tracking and management of unused e-tickets.
- 5.3.6 Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)
- 5.3.7 The TMC must during their report period provide proof that bookings were made against the discounted rates on the published fares where applicable.
- 5.3.8 Airline tickets must be delivered electronically (SMS and/or email format) to the travelers(s) and travel bookers promptly after booking before the departure times.

5.4 Accommodation

- 5.4.1 The TMC will obtain price comparisons within the maximum allowable rate matrix as per the instruction of the National Treasury.
- 5.4.2 The TMC will obtain three price comparisons from accommodation establishments taking the

maximum allowable rate, the proximity of the establishment in relation to the place of business and the convenience of the traveller into account.

- 5.4.3 This includes planning, booking, confirming, and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with the Department's travel policy.
- 5.4.4 Accommodation vouchers must be issued to all departmental travellers for accommodation bookings and must be invoiced to the Department as per arrangement. Such invoices must be supported by a copy of the original hotel accommodation charges.
- 5.4.5 The TMC must during their report period provide proof that accommodation rates were booked within the maximum allowable rates as per the cost containment instruction of the National Treasury.
- 5.4.6 Cancellation of accommodation bookings must be done promptly to guard against no show and late cancellation fees.

5.5 Car Rental and Shuttle Services

- 5.5.1 The TMC will book the approved category vehicle in accordance with the Travel Policy with the appointed car rental service provider from the closest rental location.
- 5.5.2 The travel consultant should advise the Traveller on the best time and location for collection and return considering the Traveller's specific requirements.
- 5.5.3 For international travel the TMC will offer alternative ground transportation to the Traveller that include rail, buses and transfers.
- 5.5.4 The TMC will book transfers in line with the Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.
- 5.5.5 The TMC must during their report period provide proof that negotiated rates were booked.

5.6 After Hours and Emergency Services

- 5.6.1 A consultant or team of consultants should be available to assist Travelers with after hours and emergency reservations and changes to travel plans.
- 5.6.2 A dedicated consultant/s must be available to assist VIP Travellers with after hour or emergency reservations.
- 5.6.3 After hours' services must be provided from Monday to Friday outside the official hours and twenty-four (24) hours on weekends and Public Holidays.
- 5.6.4 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.

- 5.6.5** The TMC 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.

5.7 Communication

- 5.7.1** The TMC must establish communication with all the stakeholders that include the Travellers, Travel Bookers, service providers, Supply Chain Management, and the finance directorates.
- 5.7.2** The TMC can be requested to conduct workshops and training sessions for Travellers and Travel Bookers.
- 5.7.3** All enquiries must be investigated, and prompt feedback be provided in accordance with the Service Level Agreement agreed to by the department and the appointed TMC.

5.8 Financial Management

- 5.8.1** The TMC must implement the rates negotiated by National Treasury with travel service providers or the discounted airfares or the maximum allowable rates established by the National Treasury, where applicable.
- 5.8.2** The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to department for payment within the agreed time period.
- 5.8.3** Cost savings must be achieved, and this must be reported, and proof provided during monthly and quarterly reviews.
- 5.8.4** The TMC will be required to offer a 30-day bill-back account facility to accommodation establishments and ground transportation service providers that are utilised by the Travellers.
- 5.8.5** In certain instances where department has a travel lodge card in place, the payment of air, accommodation and ground transportation is consolidated through a corporate card vendor.
- 5.8.6** The pre-payments required by certain establishments will be processed by the TMC. These pre-payments are often requested at the last minute for same day bookings.
- 5.8.7** The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to the department's Supply Chain Directorate within the agreed timeframes (e.g., weekly). This includes attaching the Travel Authorisation or Purchase Order and other supporting documentation to the invoices reflected on the Service provider bill-back report or the credit card statement.
- 5.8.8** The Free State Department of Education will settle the Travel service providers' accounts within the agreed payment terms.

5.8.9 Negotiations

The Free State Department of Education reserves the right to negotiate with the shortlisted Bidder/s a cost-effective flat rate.

- 5.8.10 The appointed TMC must compare the best price of the day of various airline fares, accommodation establishment rates and car rental rates before confirming a booking, to ensure competitiveness and cost effectiveness.

5.9 Technology and Management Information

- 5.9.1. The TMC must have the capability to consolidate all management information into a single source document.
- 5.9.2. Should future development require the utilisation of a particular GDS, the TMC should utilise the Government's selected GDS, even if it means a different GDS that the TMC is currently using.
- 5.9.3. The implementation of an Online Booking Tool to facilitate domestic bookings must be considered to optimise the services and related fees.
- 5.9.4. The TMC must provide a data feed to the National Treasury in the prescribed format and technical specifications.
- 5.9.5. All management information and data input must be accurate.
- 5.9.6. Reports must be accurate and provided as per the specifications at the agreed time. Information must be available on a transactional level that reflect detail including the name of the Department and Traveller, date of travel, spend category, supplier.
- 5.9.7. Reports must be available in an electronic format for example Microsoft Excel. No PDF documents will be accepted.
- 5.9.8. Service Level Agreements reports must be provided on the agreed date. It will include but will not be limited to the following:

a. Travel

- i. After hours' reservations;
- ii. Compliments and complaints;
- iii. Consultant Productivity Report;
- iv. Long term accommodation and car rental;
- v. Extension of business travel to include leisure;
- vi. Upgrade of class of travel (air, accommodation and ground transportation);
- vii. Bookings outside Travel Policy (e.g., bookings less than 7 days prior to departure).

b. Finance

- i. Reconciliation of commissions/rebates or any volume driven incentives;
- ii. Creditor's ageing report;

Creditor's summary payments;

- iii. Daily invoices;
- iv. Reconciled reports for Travel Lodge card statement;
- v. No show report;
- vi. Cancellation report;
- vii. Receipt delivery report;
- viii. Monthly Bank Settlement Plan (BSP) Report;
- ix. Refund Log;
- x. Open voucher report, and
- xi. Open Age Invoice Analysis.

5.9.9. The TMC will implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorized parties.

5.9.10. National Treasury will provide additional reporting requirements to be submitted on a monthly basis as prescribed by Cost Containment Instructions and National Travel Policy Framework.

5.10. Account Management

5.10.1. The TMC must ideally appoint an Account or Business Manager that is ultimately responsible for the management of the account.

5.10.2. The necessary processes should be implemented to ensure good quality management and ensuring Traveller satisfaction at all times.

5.10.3. A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.

5.10.4. The Service Level Agreement (SLA) must be managed, and customer satisfaction surveys conducted to measure the performance of the TMC.

5.10.5. During Reviews comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

5.10.6. Ensure that workshops/training is provided to Travellers and/or Travel Bookers

5.11. Value Added Services

The TMC must also provide the following value-added services:

5.11.1. Destination information for regional and international destinations:

- i. Health warnings;
- ii. Weather forecasts;
- iii. Places of interest;

- iv. Visa information;
- v. Travel alerts;
- vi. Location of hotels and restaurants;

Information including the cost of public transport;

- vii. Rules and procedures of the airports;
- viii. Business etiquette specific to the country, and
- ix. Airline baggage policy.

- 5.11.2. Supplier updates;
- 5.11.3. Electronic voucher retrieval via web and smart phones;
- 5.11.4. SMS notifications for travel confirmations;
- 5.11.5. Travel audits;
- 5.11.6. Global Travel Risk Management;
- 5.11.7. VIP services for Executives that include check-in support, etc.

5.12. Cost Management

- 5.12.1. The Travel Policy is establishing a basis for a cost savings culture throughout the entire Department.
- 5.12.2. It is the obligation of the Traveller and the Authorising Official to ensure that the most cost-effective option is selected at all times.
- 5.12.3. The TMC plays a pivotal role to provide high quality travel related services that are designed to strike a balance between effective cost management and flexibility.
- 5.12.4. The TMC should have in-depth knowledge of the service provider products, to be able to provide the best option and alternatives that are in accordance with the Travel Policy to ensure that the Traveller reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

5.13. Reimbursement of Services Rendered

- 5.13.1. A transaction fee will be paid to the TMC for services rendered.
- 5.13.2. The purpose of the transaction/management fee is to compensate the TMC for the quality services rendered and at the same time support a sustainable business model that will be beneficial to the TMC and department.
- 5.13.3. 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.

5.14. Technology, Management Information and Reporting

- 5.14.1. The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools;
- 5.14.2. The TMC may implement an Online Booking Tool to facilitate domestic bookings to optimise the services and related fees;
- 5.14.3. All management information and data input must be accurate;
- 5.14.4. The TMC will be required to provide the department with a minimum of one (1) standard monthly report that is in line with the National Treasury's Cost Containment Instruction reporting template requirement at no cost;
- 5.14.5. Reports must be accurate and be provided as per department specific requirements at the agreed tie. Information must be available on a transactional level that reflect detail including the name of the traveler, date of travel, spend category (example air travel, shuttle, accommodation, etc.).
- 5.14.6. Department may request the TMC to provide additional management reports;
- 5.14.7. Reports must be available in an electronic format for example Microsoft Excel; and
- 5.14.8. The TMC will implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorized parties.
- 5.14.9. Quarterly reviews are required to be presented by the TMC on all departmental travel activity in the previous three-month period. These reviews must be comprehensive and presented to relevant department's procurement and finance teams as part of the performance management reviews based on the service level agreements.
- 5.14.10. Annual Reviews are also required to be presented to relevant department's Senior Executives.
- 5.14.11. The above Travel Reviews will include information as indicated by the department.

6. DURATION OF CONTRACT

- 6.1 The Travel Management Companies will be appointed to provide travel management services for a three-year period. The Department reserves the right to extend for a reasonable period.

7. OUTCOMES AND DELIVERABLES

- 7.1. The department require that accommodation, road, and air travel including charter flights in respect of its officials be made by a Travel Management Company, with due consideration to the following:
 - 7.1.1 The travel, accommodation will only be for official reasons and in the interest of the Department.
 - 7.1.2 All air tickets and travel documentation including vouchers/ shall be timeously delivered, faxed and/or emailed to the correct Booking Officer of the department who issued an order, as well as the service provider (e.g., hotel/B&B who will be providing the service required by the department)
- 7.2. The Travel Management Company must plan, arrange, and change accommodation bookings on instructions from the Booking Officer. Each accommodation voucher/ proof of payment handed to

the Booking Officer must contain but not limited to the following:

- 7.2.1 The personal details of the official
- 7.2.2 The booking details
- 7.2.3 The limit of the Department's liability

- 7.3. Any charge to be levied by the Travel Management Company to the department in respect of flight bookings must be in accordance with **ASATA and IATA** travel rates. The Travel Management Company must negotiate contracts with service providers of accommodation and transport on a contract basis, so as to gain maximum cost benefit which must be passed on to the department. The Department may therefore request proof from the Travel Management Company over the duration of the contract.
- 7.4. Travel Management Company must ensure that no adverse effect on service delivery is experienced by the department.
- 7.5. Travel Management Company must negotiate its own terms of settlement with service providers.
- 7.6. Each order must be invoiced separately clearly quoting the relevant order number. In the case of group bookings such as with conferences, the department will generate a specific order for which an invoice must be submitted. The invoice is to also quote the departmental order number and submitted within 30 days after the services have been rendered.
- 7.7. Travel Management Company will be required to accept that payment will be made within 30 calendar days of the receipt of the correct invoice. Payment will not be made against invoices that do not have an order number or which are under dispute until such time that the matters under dispute have been resolved.
- 7.8. With regards to accommodation, the Department's liability will be limited to what has been booked per order.
- 7.9. Travel Management Company must provide details of the Car Hire Company contracted with in order to ensure that super cover insurance is provided. Travel Management Company must ensure that proper arrangements are made to have a car available, and the department is not found to be arranging a separate contract with the car hiring company. Travel Management Company must also ensure that no separate invoice is issued by the car hiring company to the department. It is preferable for the Travel Agency to be contracted to more than one Car Hire Company.
- 7.10. The successful Travel Management Company will be required to negotiate supplier discounts on behalf of the department and pass any discounts received from the third party to the department.
- 7.11. The Travel Management Company will be required to familiarize themselves with internal departmental procedures relating to the service and provide free training to the Booking Officers nominated by the department on the booking procedure to be followed.
- 7.12. It is required that a comprehensive Travel Management Company service profile including administrative support functions be provided. The Travel Management Company must have a fully-fledged office/s within Free State.
- 7.13. Personnel from the Travel Management Company (s) must be available on a 24-hour basis, as and when required, so that enquiries and unexpected changes to a travel plan or accommodation can be facilitated.
- 7.14. In order to cater for the special needs of the Executive Authority, Head of Department (HOD) and Deputy Director General (DDG) of department a dedicated VIP Service is a key requirement. The following information must be provided with regard to the bidder's VIP Service:
 - 7.14.1 Confirmation that the VIP Service is in existence and that it will be available to service the department 24 hours per day, 7 days per week and 365 days per year for the duration of the project.
 - 7.14.2 Personalized service offered by the Bidder's VIP Service in particular the following:
 - 7.14.3 Tailor made travel service available for Executive Authorities, Head of Department (HOD) and Deputy Director General (DDG) of department.
 - 7.14.4 Travel arrangements according to the Executive Authority, Head of Department (HOD) and Deputy Director Generals (DDG) travel's needs.
 - 7.14.5 Staff compliment of the Bidder's VIP Service consultants, number of relevant years of experience of VIP
 - 7.14.6 consultants and Knowledge base of the VIP Consultants.
 - 7.14.7 Flexibility offered by the bidder's VIP Desk in particular:

- 7.14.8 Personal one on one mobile/ on-site travel consultation.
- 7.14.9 Document delivery during and outside office hours.
- 7.14.10 Reference project with contactable references.
- 7.15. Travel Management Company must have a dedicated Strategic Relationship Manager who will be responsible for this account and be available 24 hours a day, seven days a week and 365 per year for the duration of this project.
- 7.16. The bidder must have a Complaints and Compliments Channel easily accessible to the end users. Such a channel must have an ability to track all the complaints and feedback must be provided to the department and the concerned end user. Monthly reports of incidents must be generated setting out the incidents reported, and action taken.
- 7.17. Management Reports, as required by department, must include the following:
 - 7.17.1 Detailed expenses incurred per month for each service shall be submitted to the Department within seven (7) days of the following month for monitoring and audit purposes.
 - 7.17.2 The reports must reflect detailed amounts per Debtors Account and reflect a breakdown of each service.
 - 7.17.3 Specific reports required such as outstanding orders (reflected per order number), invoices
 - a. outstanding and a general statement of accounts (per account) indicating payments all outstanding accounts.

8. FEE STRUCTURES/SERVICE FEES (Price pages for bid purposes SBD 3.2)

- 8.1 In order to evaluate all bids on the same basis, bidders are to complete the tables below. It will form part of the overall costing and evaluation of this bid. Bidders are to indicate prices for the first year and an escalation percentage for the second and third years. Bidders are also advised that the Department will only make use of the reputable air travel service providers as well as car hire / shuttle services.
 - 8.1.1 Domestic: Air Travel
 - 8.1.2 International: Air Travel
 - 8.1.3 Car Hire/Transport
 - 8.1.4 Accommodation
 - 8.1.5 Bundle Fee

9. COSTING

- 9.1 Prices must be inclusive of all costs i.e., VAT, transport, etc.
- 9.2 Billing mechanisms, i.e., detailed monthly invoice per individual and summarized invoice per department before the 7th of the following month.
- 9.3 List value added proposition e.g., percentage (%) discount offered.
- 9.4 Copies of price comparisons/quotations and third-party detailed invoices for car rental and accommodation should be obtained and submitted together with invoice/s per individual. In the cases of Air Transport, service providers are required to provide copy/ies of an Electronic Ticket Receipt or 3rd party invoice as proof of bookings. If it was not possible to obtain price comparisons/quotations for travel requests, reasons must be provided.
- 9.5 The Department requires bidders to use the Transaction Fee model.

9.6 Transaction Fees

- 9.6.1 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.
- 9.6.2 The bidder must further indicate the estimated percentage split between **Traditional**

Booking and On- line Bookings.

9.7 Volume Driven Incentives

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

- i. National Treasury has implemented cost containment measures which must be implemented and enforced by the Department. Travel Management Services Companies are required to adhere to such cost containment measures whereby negotiated non-commissionable fares and rates with various airlines carriers and other service providers were negotiated by the National Treasury;
- ii. No override commissions earned reservations will be paid to the TMC's.
- iii. An open book policy will apply, and any commissions earned will be reimbursed; and
- iv. TMC's are to book these negotiated rates or the best fare available, whichever is the most cost effective for the institutions.

10. PERIOD OF CONTRACT

- 10.1** The travel agency contract will be running for a period of 3 years from the date of approval of the contract.



Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)

| FORM: PARTICULARS OF TENDERERS PROJECTS | | | |
|---|--|------------------|------------------|
| Project title: | APPOINTMENT OF A SUITABLY QUALIFIED TRAVEL MANAGEMENT COMPANIES TO RENDER TRAVEL MANAGEMENT SERVICES WHICH INCLUDES AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TO FREE STATE DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE (03) YEARS. | | |
| Tender no: | E21/2023/2024 | Closing date: | 17 NOVEMBER 2023 |
| Advertising date: | 20 OCTOBER 2023 | Validity period: | 90 days |

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1 Current projects


| Projects currently engaged in | Name of Employer or Representative of Employer | Contact tel. no. | Contract sum | Contractual commencement date | Contractual completion date | Present progress |
|-------------------------------|--|------------------|--------------|-------------------------------|-----------------------------|------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

| | | |
|------------------|-----------|------|
| Name of Tenderer | Signature | Date |
|------------------|-----------|------|



1.2 Completed projects.

| Projects completed in the previous 5 (five) years | Name of Employer or Representative of Employer | Contact tel. no. | Contract sum | Contractual commencement date | Contractual completion date | Date of Certificate of Practical Completion |
|---|--|------------------|--------------|-------------------------------|-----------------------------|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

| | | |
|------------------|--|------|
| |  | |
| Name of Tenderer | Signature | Date |



2. Resource Information Sheet (Submit together with CV) – Senior Travel Consultant who will be always committed to the services.

Experience of key staff the following should be completed:

| | |
|--|--|
| Name and Surname: | |
| Position held with current employer: | |
| Number of years with current employer: | |
| Date of Birth: | |
| ID number: | |
| Employed by: | |

I, _____, declare that the above-mentioned information is true and correct.

SIGNATURE OF RESOURCE



| Key projects worked on (align to evaluation requirements) | Name of project | Role in Project | Project Value | Duration of Project | Project Start Date | Project End Date | Reference Name | Reference Contact number |
|---|-----------------|-----------------|---------------|---------------------|--------------------|------------------|----------------|--------------------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

| |
|---|
| In your opinion why you would be the right resource for this project, based on your experience? |
| |
| |

I, _____, declare that the above-mentioned information is true and correct.

SIGNATURE OF RESOURCE

3. Resource Information Sheet/declaration (Submit together with CV) – Travel Consultant who will strictly focus on the project

Experience of key staff the following should be completed:

| | |
|---------------------------------------|--|
| Name and surname | |
| Number of years with current employer | |
| Position held with current employer | |
| ID number: | |
| Date of Birth: | |
| Employed by: | |

I, _____, declare that the above-mentioned information is true and correct.

SIGNATURE OF RESOURCE



| Key projects worked on (align to evaluation requirements) | Name of project | Role in Project | Project Value | Duration of Project | Project Start Date | Project End Date | Reference Name | Reference Contact number |
|---|-----------------|-----------------|---------------|---------------------|--------------------|------------------|----------------|--------------------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

I, _____, declare that the above-mentioned information is true and correct.

SIGNATURE OF RESOURCE

DATE: _____



4. Resource Information Sheet/Declaration (Submit together with CV) – Financial Officer who will strictly focus on the project

Experience of key staff the following should be completed:

| | |
|---------------------------------------|--|
| Name and surname | |
| Number of years with current employer | |
| Position held with current employer | |
| Date of Birth: | |
| ID number: | |
| Employed by: | |

I, _____, declare that the above-mentioned information is true and correct.

SIGNATURE OF RESOURCE



| Key projects worked on (align to evaluation requirements) | Name of project | Role in Project | Project Value | Duration of Project | Project Start Date | Project End Date | Reference Name | Reference Contact number |
|---|-----------------|-----------------|---------------|---------------------|--------------------|------------------|----------------|--------------------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

In your opinion why you would be the right resource for this project, based on your experience?

I, _____, declare that the above-mentioned information is true and correct.

SIGNATURE OF RESOURCE

DATE: _____

5. Annual Financial Statements Declaration

(To be completed as part of functionality evaluation and submit it together with Annual Financial Statement.)

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:

☐ internally

☐ independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]

☐ enterprise has had its financial statements audited; name
of auditor

☐ enterprise is required by law to have an independent review of its financial statements name of
independent reviewer

☐ enterprise has not had its financial statements audited and is not required by law to have an independent review or
audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.

[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge and save where stated otherwise are to the best of my belief both true and correct.

Signed...

...

Date.....

Bidders name:

Position.....

FUNCTIONALITY CRITERIA E21/2023/2024

NB: Bidders who score below 42 Points out of 60 Points in the assessment of functionality will not be considered.

All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation. Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.

| FUNCTIONAL CATEGORY | MAXIMUM POINTS | MAXIMUM ALLOCATED POINTS/ | DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS | COMMENTS/CHECKLIST | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---------------------------|---|---|---------|-----|----|--|-----|----|--|-----|----|----------------------------|-----|----|-------------|--|--|---------------|-----|----|----------------------------|-----|----|---------------|-----|
| CAPABILITY IN DELIVERY OF SIMILAR SERVICES (TRAVEL MANAGEMENT) | Total = 30 Points | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <u>Signed Appointment letter/purchase order/contractual agreement/payment system report from one entity in one financial year in the last 5 years (Maximum 10 points)</u> | | <u>ANNEXURE A 1</u> | <u>APPOINTMENT LETTER/PURCHASE ORDER/ CONTRACTUAL AGREEMENT/PAYMENT SYSTEM REPORT attached?</u> | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 Appointment letter/purchase order/contractual agreement/payment system report which stipulate a value of delivery from at least R50 000 up to R100 000.00 | ➔3 point | Signed Appointment letter/purchase order/ proof of contractual agreement /payment system report in the name of the bidder for similar service delivered. | <table><tr><td>YES</td><td></td><td>NO</td><td></td></tr></table> | YES | | NO | | | | | | | | | | | | | | | | | | | | |
| | YES | | NO | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 Appointment letter/purchase order/ contractual agreement/payment system report which stipulates a value of delivery above R100 000.00 up to R150 000.00 | ➔5 points | The appointment letter/purchase order/contractual agreement/payment system report should: <ul style="list-style-type: none">Be on the letterhead of the department/client and in case of purchase order/payment system report the department/client to whom services were rendered should be reflected.Should indicate the description/details | <u>IS FOLLOWING INDICATED?</u> | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 Appointment letter/purchase order/contractual agreement/ payment system report which stipulate a value of delivery above R150 000.00 up to R250 000 | ➔8 points | The following should reflect on the required documentation: <ul style="list-style-type: none">Date of appointment/date of order should be indicatedValue of contract/purchase order/payment system reportContactable reference | <table><tr><td>Signed?</td><td>YES</td><td>NO</td></tr><tr><td>On letter head/indication of department/client who ordered the service</td><td>YES</td><td>NO</td></tr><tr><td>Description/details of service rendered?</td><td>YES</td><td>NO</td></tr><tr><td>Is it in the last 5 years?</td><td>YES</td><td>NO</td></tr><tr><td>Date: _____</td><td></td><td></td></tr><tr><td>Value: R_____</td><td>YES</td><td>NO</td></tr><tr><td>Contact details indicated?</td><td>YES</td><td>NO</td></tr><tr><td>POINTS SCORED</td><td colspan="2">/10</td></tr></table> | Signed? | YES | NO | On letter head/indication of department/client who ordered the service | YES | NO | Description/details of service rendered? | YES | NO | Is it in the last 5 years? | YES | NO | Date: _____ | | | Value: R_____ | YES | NO | Contact details indicated? | YES | NO | POINTS SCORED | /10 |
| Signed? | YES | NO | | | | | | | | | | | | | | | | | | | | | | | | | |
| On letter head/indication of department/client who ordered the service | YES | NO | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description/details of service rendered? | YES | NO | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is it in the last 5 years? | YES | NO | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Value: R_____ | YES | NO | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact details indicated? | YES | NO | | | | | | | | | | | | | | | | | | | | | | | | | |
| POINTS SCORED | /10 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 Appointment letter/purchase order/contractual agreement/ payment system report which | ➔10 points | | | | | | | | | | | | | | | | | | | | | | | | | | |

| FUNCTIONAL CATEGORY | MAXIMUM POINTS | MAXIMUM ALLOCATED POINTS/ | DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS | COMMENTS/CHECKLIST | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|--|-----|--|----|--|--|-----|----|---|--|--|---------------|--|--|-----------------------------------|--|--|--------------------------------|--|--|
| | <p>stipulate a value of delivery above R250 000</p> <p>Signed Reference letter from one entity in one financial year which stipulate a minimum value of bookings as indicated below. (Maximum 20 points):</p> <p>1 Reference letter which stipulate a value of delivery from at least R50 000 up to R100 000.00</p> <p>1 Reference letter which stipulate a value of delivery above R100 000.00 to R150 000.00</p> <p>1 Reference letter which stipulate a value of delivery above R150 000.00 to R250 000.00</p> <p>1 Reference letter which stipulate a value of delivery of more than R250 000.00</p> | <p>➔6 point</p> <p>➔10 points</p> <p>➔15 points</p> <p>➔20 points</p> | <p><u>ANNEXURE A2</u></p> <p>Signed reference letter from referees (corresponded with the appointment letter/purchase order/contractual agreement/payment system report) for similar services delivered (travel management services)</p> <p><i>Each letter must comply with all the under-mentioned criteria for points to be allocated:</i></p> <ul style="list-style-type: none">• It should be signed.• Date of letter should not be older than 5 years.• Value of service must be stipulated.• Letter should be on official letterhead/s of institution to whom services were rendered/project was carried out.• Quality of service must be stipulated. | <p>REFERENCE LETTER attached?</p> <table><tr><td>YES</td><td></td><td>NO</td><td></td></tr></table> <table><tr><td></td><td>YES</td><td>NO</td></tr><tr><td>Does letter correspond with the appointment letter?</td><td></td><td></td></tr><tr><td>Is it signed?</td><td></td><td></td></tr><tr><td>Is it for similar goods/services?</td><td></td><td></td></tr><tr><td>Is it addressed to the bidder?</td><td></td><td></td></tr></table> | YES | | NO | | | YES | NO | Does letter correspond with the appointment letter? | | | Is it signed? | | | Is it for similar goods/services? | | | Is it addressed to the bidder? | | |
| YES | | NO | | | | | | | | | | | | | | | | | | | | | |
| | YES | NO | | | | | | | | | | | | | | | | | | | | | |
| Does letter correspond with the appointment letter? | | | | | | | | | | | | | | | | | | | | | | | |
| Is it signed? | | | | | | | | | | | | | | | | | | | | | | | |
| Is it for similar goods/services? | | | | | | | | | | | | | | | | | | | | | | | |
| Is it addressed to the bidder? | | | | | | | | | | | | | | | | | | | | | | | |



| FUNCTIONAL CATEGORY | MAXIMUM POINTS | MAXIMUM ALLOCATED POINTS/ | DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS | COMMENTS/CHECKLIST | | | |
|---------------------|----------------|---------------------------|---|---|---|-----|--|
| | | | The reference letter should be addressed to the company that bid. | <p><u>DATE OF LETTER</u> NOT older than 5 years Indicate date: Date of letter: _____</p> | <p><u>Indicate value</u> R _____</p> | | |
| | | | | On OFFICIAL LETTERHEAD of institution to whom services were rendered? Indicate client: | | | |
| | | | | QUALITY indicated? Description: | | | |
| | | | | POINTS SCORED | | /20 | |
| | | | | GRAND TOTAL POINTS SCORED FOR CAPABILITY | | /30 | |

| FUNCTIONAL CATEGORY | MAXIMUM POINTS | MAXIMUM ALLOCATED POINTS/ | DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS | COMMENTS/CHECKLIST | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------------------------------|--|---|-----|--|----|--|-----|--|----|--|--|----|--|----|-------------------------|--|---------------|----|---|-----|----|--|--|---|-----|----|--|--|-------------------------|--|--|---------------|----|
| HUMAN RESOURCE CAPACITY AND EXPERIENCE OF THE KEY STAFF | TOTAL= 20 POINTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Organogram with number of people and roles</p> <p>Experience: Senior Travel Consultant</p> | <p>→5 points</p> <p>→7 points</p> | <p><u>ANNEXURE B</u></p> <p><u>Annexure B1</u> <u>Human resources capacity:</u> <u>(Total 5 points)</u></p> <ul style="list-style-type: none">• Demonstrate number of people (2 points) that will be involved in the process by submitting an organogram• Indicate these people's roles and responsibilities (3 points) <p><u>Annexure B2</u> <u>Experience of the Key staff, i.e., <u>Senior Travel Consultant</u></u> The following to be submitted:</p> <ul style="list-style-type: none">• Detailed CV with traceable and contactable reference for relevant Traveling Services to be attached.• Resource information sheet/declaration must be completed and signed by the Senior Travel Consultant. <p>Scoring of experience:</p> <ul style="list-style-type: none">• More than 3 years = 7 points• 2 to 3 years = 5 Points• More than 1 year and less than 2 years = 3 Points | <p><u>IS ORGANOGRAM attached?</u></p> <table><tr><td>YES</td><td></td><td>NO</td><td></td></tr></table> <p><u>ARE ROLES AND RESPONSIBILITIES indicated?</u></p> <table><tr><td>YES</td><td></td><td>NO</td><td></td></tr></table> <table><tr><td>Indicated number of people involved in the process</td><td>/2</td></tr><tr><td>Indicated roles and responsibilities of people</td><td>/3</td></tr><tr><td colspan="2"><u>COMMENTS:</u></td></tr><tr><td>POINTS SCORED</td><td>/5</td></tr></table> <p><u>SENIOR TRAVEL CONTULTANT</u></p> <table><tr><td rowspan="2">CV attached with traceable and contactable reference?</td><td>YES</td><td>NO</td></tr><tr><td></td><td></td></tr><tr><td rowspan="2">Is resource information sheet completed ad signed</td><td>YES</td><td>NO</td></tr><tr><td></td><td></td></tr><tr><td colspan="3"><u>COMMENTS:</u></td></tr><tr><td>POINTS SCORED</td><td colspan="2">/7</td></tr></table> | YES | | NO | | YES | | NO | | Indicated number of people involved in the process | /2 | Indicated roles and responsibilities of people | /3 | <u>COMMENTS:</u> | | POINTS SCORED | /5 | CV attached with traceable and contactable reference? | YES | NO | | | Is resource information sheet completed ad signed | YES | NO | | | <u>COMMENTS:</u> | | | POINTS SCORED | /7 |
| YES | | NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| YES | | NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Indicated number of people involved in the process | /2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Indicated roles and responsibilities of people | /3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>COMMENTS:</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| POINTS SCORED | /5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CV attached with traceable and contactable reference? | YES | NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is resource information sheet completed ad signed | YES | NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>COMMENTS:</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| POINTS SCORED | /7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| FUNCTIONAL CATEGORY | MAXIMUM POINTS | MAXIMUM ALLOCATED POINTS/ | DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS | COMMENTS/CHECKLIST | | | | | | | | | | | | | | | | | | | |
|--|--------------------------------------|---------------------------|--|--|--------------------------|--|--|--|------------|-----------|--|--|--|------------|-----------|--|--|-------------------------|--|--|----------------------|--|-----------|
| | Experience: Travel Consultant | ➔4 points | <p><u>Annexure B3</u> Experience of the Key staff, i.e., <u>Travel Consultant</u></p> <p>The following to be submitted:</p> <ul style="list-style-type: none">Detailed CV with traceable and contactable reference for relevant Traveling Services to be attached.Resource information sheet/declaration must be completed and signed by Travel Consultant. <p>Scoring of experience:</p> <ul style="list-style-type: none">More than 3 years = 4 points2 to 3 years = 3 PointsMore than 1 year and less than 2 years = 1 Point | <table><tr><td colspan="3">TRAVEL CONTULTANT</td></tr><tr><td rowspan="2">CV attached with traceable and contactable reference?</td><td>YES</td><td>NO</td></tr><tr><td></td><td></td></tr><tr><td rowspan="2">Is resource information sheet completed ad signed</td><td>YES</td><td>NO</td></tr><tr><td></td><td></td></tr><tr><td colspan="3"><u>COMMENTS:</u></td></tr><tr><td colspan="2">POINTS SCORED</td><td>/4</td></tr></table> | TRAVEL CONTULTANT | | | CV attached with traceable and contactable reference? | YES | NO | | | Is resource information sheet completed ad signed | YES | NO | | | <u>COMMENTS:</u> | | | POINTS SCORED | | /4 |
| TRAVEL CONTULTANT | | | | | | | | | | | | | | | | | | | | | | | |
| CV attached with traceable and contactable reference? | YES | NO | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Is resource information sheet completed ad signed | YES | NO | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| <u>COMMENTS:</u> | | | | | | | | | | | | | | | | | | | | | | | |
| POINTS SCORED | | /4 | | | | | | | | | | | | | | | | | | | | | |
| | Experience: Finance officer | ➔4 points | <p><u>Annexure B4</u> Experience of the Key staff, i.e., <u>Finance Officer</u></p> <p>The following to be submitted:</p> <ul style="list-style-type: none">Detailed CV with traceable and contactable reference for relevant Traveling Services to be attached.Resource information sheet/declaration must be completed and signed by the Finance Officer | <table><tr><td colspan="3">FINANCE OFFICER</td></tr><tr><td rowspan="2">CV attached with traceable and contactable reference?</td><td>YES</td><td>NO</td></tr><tr><td></td><td></td></tr><tr><td rowspan="2">Is resource information sheet completed ad signed</td><td>YES</td><td>NO</td></tr><tr><td></td><td></td></tr><tr><td colspan="3"><u>COMMENTS:</u></td></tr><tr><td colspan="2">POINTS SCORED</td><td>/4</td></tr></table> | FINANCE OFFICER | | | CV attached with traceable and contactable reference? | YES | NO | | | Is resource information sheet completed ad signed | YES | NO | | | <u>COMMENTS:</u> | | | POINTS SCORED | | /4 |
| FINANCE OFFICER | | | | | | | | | | | | | | | | | | | | | | | |
| CV attached with traceable and contactable reference? | YES | NO | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Is resource information sheet completed ad signed | YES | NO | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| <u>COMMENTS:</u> | | | | | | | | | | | | | | | | | | | | | | | |
| POINTS SCORED | | /4 | | | | | | | | | | | | | | | | | | | | | |

| FUNCTIONAL CATEGORY | MAXIMUM POINTS | MAXIMUM ALLOCATED POINTS/ | DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS | COMMENTS/CHECKLIST | | | | | |
|--|--|--|--|--|-----|--|-----|----|--|
| | | | Scoring of experience: <ul style="list-style-type: none">More than 3 years = 4 points2 to 3 years = 2 PointsMore than 1 year and less than 2 years – 1 Point | <table><tr><td>GRAND TOTAL POINTS SCORED FOR HUMAN RESOURCE</td><td>/20</td></tr></table> | | GRAND TOTAL POINTS SCORED FOR HUMAN RESOURCE | /20 | | |
| GRAND TOTAL POINTS SCORED FOR HUMAN RESOURCE | /20 | | | | | | | | |
| PROOF OF FINANCIAL CAPABILITY | TOTAL = 10 POINTS | | | | | | | | |
| | No Financial Statement | →0 points | <u>ANNEXURE C</u> Latest Annual Financial Statements signed off by a registered Chartered accountant or registered accountant which reflecting an annual turnover/revenue of the below thresholds: <ul style="list-style-type: none">Above R 50 001-R 100 000 = 2 pointsAbove R 100 001 – R 150 000 = 5 pointsAbove R 150 001- R250 000 = 7 pointsAbove R250 000 = 10 points | <u>FINANCIAL STATEMENTS OF TWO LATEST FINANCIAL YEARS attached?</u> <table><tr><td>YES</td><td></td><td>NO</td><td></td></tr></table> | | YES | | NO | |
| | YES | | | NO | | | | | |
| | Unsigned Financial Statement not prepared by a Qualified Accredited Accountant | →0 points | | <u>DOES FIN STATEMENTS COMPLY WITH THE FOLLOWING?</u> <table><tr><td>Signed?</td><td>YES</td><td>NO</td></tr><tr><td>Prepared by CA or registered accountant?</td><td>YES</td><td>NO</td></tr></table> | | Signed? | YES | NO | Prepared by CA or registered accountant? |
| Signed? | YES | NO | | | | | | | |
| Prepared by CA or registered accountant? | YES | NO | | | | | | | |
| Signed and sound Financial Statement prepared by a Qualified Accredited Accountant | →10 points (depending on the annual turnover/ revenue) | <table><tr><td>TOTAL POINTS SCORED</td><td>/10</td></tr></table> | | TOTAL POINTS SCORED | /10 | | | | |
| TOTAL POINTS SCORED | /10 | | | | | | | | |
| GRAND TOTAL POINTS SCORED | | | | /60 | | | | | |



SECTION 4

SPECIFIC GOALS

ATTACH:

For HDI: Black owned

- Valid and original/original certified copy of accredited **BBBEE certificate** or valid and original/original certified copy of **sworn affidavit**.
- CSD report

Free State based company submit:

➤ **Municipal/water/electricity account of the bidder's premises:**

- The account must be in the bidders' name/Directors' name/s.
- The account should not be older than 3 months.

Or

➤ **SIGNED Lease agreement:**

In case of lease agreement, the following should be submitted with the lease agreement:

- Certified copies of invoices (from Lessor) for the last three (3) consecutive months.
- Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant.



ATTACH:

Proof of registration ASATA and IATA (**certified copy of accreditation certificate**) or proof of right to use ASATA and IATA accreditation of another company must be submitted. ***(Failure to submit the proof of registration will result in disqualification.)***

- (i) Bidders are required to submit their International Air Transport Association (IATA) and Association of Southern African Travel Agents (ASATA) license/certificate (certified copy) at closing date.
- (ii) Where a bidding company is using a 3rd party IATA or ASATA license, a copy of the agreement between the bidding company and the ASATA and ATA registered company **together** with a certified copy of the accreditation certificate of the latter company must be attached.



ATTACH:

1) CERTIFIED COPY OF COMPANY REGISTRATION CERTIFICATE REFLECTING ACTIVE MEMBERS

**(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF
INCORPORATION/
CERTIFICATE OF INCORPORATION/ PARTNERSHIP AGREEMENT
ETC.**

2) ID DOCUMENTS OF DIRECTORS



FUNCTIONALITY

ATTACH:

ANNEXURE A1:

**SIGNED APPOINTMENT
LETTER/**

PURCHASE

ORDER/CONTRACTUAL

AGREEMENT/PAYMENT

SYSTEM REPORT

(Ensure that the letters comply with criteria)



FUNCTIONALITY

ATTACH:

ANNEXURE A2:

SIGNED REFERENCE LETTERS

**(Ensure that the letters comply
with criteria)**



FUNCTIONALITY

ATTACH:

ANNEXURE B1:

Human resources capacity:

Organogram that:

- Demonstrate number of people that will be involved in the process to ensure timely delivery
- Indicate roles and responsibilities



FUNCTIONALITY

ATTACH:

ANNEXURE B2:

DETAILED CV

SENIOR TRAVEL

CONSULTANT



FUNCTIONALITY

ATTACH:

ANNEXURE B3:

DETAILED CV:

TRAVEL

CONSULTANT



FUNCTIONALITY

ATTACH:

ANNEXURE B4:

DETAILED CV:

FINANCE OFFICER



FUNCTIONALITY

ATTACH:

ANNEXURE C:

**SIGNED FINANCIAL
STATEMENTS PREPARED BY A
REGISTERED ACCOUNTANT
OR CHARTERED ACCOUNTANT**



IN CASE OF JOINT

VENTURE:

ATTACH SIGNED

JOINT VENTURE

AGREEMENT (signed

by both parties) and

complete under-

mentioned

annexure:

JOINT VENTURE ANNEXURE

ONLY IN CASE OF A CONSORTIUM/JOINT VENTURE/SUB-CONTRACTOR CONCERN THE FOLLOWING SHOULD BE COMPLETED:

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;
2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;
3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;
4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and
5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.
6. Certified that a joint bank account will be open in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term "person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contracting, or any employee of such a person, consortium/joint venture/sub-contracting.

SIGNED ON BEHALF OF BIDDER

Date: _____



| CHECK LIST: | | | |
|--|--|--|---|
| SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS | | | |
| PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS: | | | |
| SBD FORM | DESCRIPTION | TO BE COMPLETED BY | COMMENTS ON COMPLIANCE BY SERVICE PROVIDER |
| STANDARDIZED BID FORMS | | | |
| SBD 1 | Invitation to bid | To be completed and signed by the service provider. | |
| SBD 4 | Declaration of interest | To be completed and signed by the service provider. | |
| SBD 6.1 | Preference points claim form | To be completed and signed by the service provider in order to claim points | |
| SBD 3.2 | Pricing schedule | Service Provider must: <ul style="list-style-type: none"> Indicate prices on pricing schedule | |
| PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT: | | | |
| CSD REPORT | | | |
| Ensured that it is attached. | | | |
| FUNCTIONALITY | | | |
| Ensured that all documentation to evaluate functionality criteria is attached. | | | |
| SPECIFICATION/TERMS OF REFERENCE/SPECIAL CONDITIONS | | | |
| Ensured that all documentation as requested is attached. | | | |
| SPECIFIC GOALS | | | |
| Ensured that all documentation to claim points for specific goals is attached. | | | |
| JOINT VENTURE AGREEMENT (if applicable) | | | |
| Joint Venture agreement (Compulsory if applicable) | In the event that a joint venture bid is submitted a signed joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document. Failure to submit a signed joint venture agreement (signed by all the parties) will lead to disqualification of the bid. | | |



GENERAL CONDITIONS OF CONTRACT IS APPLICABLE

www.treasury.gov.za

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>