



## traditional affairs

Department:  
Traditional Affairs  
REPUBLIC OF SOUTH AFRICA

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Pencardia 1 Building, 509 Pretorius Street, Arcadia, Pretoria, 0083

### TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER TRAVEL MANAGEMENT SERVICES, BOOKING OF VENUES AND FACILITIES FOR DEPARTMENT OF TRADITIONAL AFFAIRS FOR A PERIOD OF 36 MONTHS.

|   |  |
|---|--|
| <b>Beneficiary</b>                                    | Department of Traditional Affairs (DTA)  |
| <b>Enquiries (all enquiries should be in writing)</b> | Supply Chain Management<br>012 334 0652<br><a href="mailto:DTAQuotations@cogta.gov.za">DTAQuotations@cogta.gov.za</a> All enquiries should be forwarded within 10 days before the closing date. Late enquiries may not be addressed. |
| <b>Department Physical Address</b>                    | Department of Traditional Affairs, 3 <sup>rd</sup> floor Pencardia 1, 509 Pretorius Street, Arcadia, Pretoria  |
| <b>Project Name</b>                                   | <b>Appointment of a service provider to render travel management services, booking of venues and facilities for Department of Traditional Affairs for a period of 36 months.</b>   |
| <b>Reference No.</b>                                  | DTA/CFS/001/2024/25  |
| <b>Compulsory Briefing Date &amp; Time</b>            | <b>11 December 2024 @ 10H00</b>  |
| <b>Closing Date &amp; Time</b>                        | <b>24 January 2025 @ 11H00</b>   |
| <b>Name of the Tenderer:</b>                          |  |
| <b>Tendered Amount</b>                                |  |

## 1. DEFINITIONS

- **Accommodation** means the rental of lodging facilities while away from one's place of abode, but on authorised official duty.
- **After-hours service** refers to an enquiry or travel request that is actioned after normal working hours, i.e. 17h00 to 8h00 on Mondays to Fridays and twenty-four (24) hours on weekends and public holidays
- **Air travel** means travel by airline on authorised official business.
- **Authorising Official** means the employee who has been delegated by the DTA Accounting Officer or CFO to authorise travel in respect of travel requests and expenses.
- **Car Rental** means the rental of a vehicle for a short period of time by a Traveller for official purposes.
- **Department** means the Department of Traditional Affairs (DTA)
- **Domestic travel** means travel within the borders of the Republic of South Africa.
- **DTA** means Department of Traditional Affairs.
- **Emergency service** means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.
- **International travel** refers to travel outside the borders of the Republic of South Africa.
- **Lodge Card** could simply refer to a credit or payment card designed for use at lodging establishments, allowing the cardholder to make payments or reservations at hotels or inns.
- **Management Fee** is the fixed negotiated fee payable to the Travel Management Company (TMC) in monthly instalments for the delivery of travel management services, excluding any indirect service fee not included in the management fee , refund, frequent flyer tickets etc).
- **Quality Management System** is a framework for ensuring that an organization delivers consistent, high-quality products and services. It emphasizes a customer-focused approach, continuous improvement, and the involvement of all employees in the process of maintaining and enhancing quality.

- **Countries**, refers to distinct territorial areas that are recognized as independent political entities. Each country typically has its own government, legal system, borders, population, and sovereignty. Countries may also be referred to as nations, states, or sovereign states.
- **Service Level Agreement (SLA)** is a contract between the TMC and Government that defines the level of service expected from the TMC.
- **Shuttle Service** means the service offered to transfer a Traveller from one point to another, for example from place of work to the airport.
- **Third party fees** are fees payable to third party service providers that provides travel related services on an ad hoc basis that is not directly provided by the TMC. These fees include visa fees and courier fees.
- **Transaction Fee** means the fixed negotiated fee charged for each specific sector / service type (e.g. car rental, air ticket), charged per type per transaction per traveller.
- **Traveller** refers to a government official, consultant or contractor travelling on official business on behalf of Government.
- **Travel Authorisation** is the official form utilised by Government reflecting the detail and order number of the trip that is approved by the relevant authorising official or the act of final approval of a travel booking on an online system.
- **Travel Booker** is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the Traveller, e.g. the personal assistant of the traveller.
- **Travel Management Company or TMC** refers to the Company contracted to provide travel management services (Travel Agents).
- **Travel Voucher** means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.
- **Travel Sector** means a specific service arranged by the TMC on behalf of the Traveller, such as a flight, hotel accommodation, rental car, etc.
- **Value Added Services** are services that enhance or complement the general travel management services e.g. Rules and procedures of the airports.
- **VAT** means Value Added Tax.

- **VIP or Executive Service** means the specialised and personalised travel management services to selected employees of Government by a dedicated consultant to ensure a seamless travel experience.
- **IATA** means the international air transport association.
- **ASATA** means the Association of South Africa travel agent.

## **2. INVITATION**

- 2.1. The Department of Traditional Affairs intends to appoint a service provider with suitable skills and experience to provide travel, venue, facilities and associated arrangements for employees traveling on official business.
- 2.2. This request for proposal (RFP) does not constitute an offer to do business with DTA, but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

## **3. CONTRACT PERIOD**

- 3.1 The duration of the project is **36 months** after the signing of a contract.

## **4. PURPOSE**

- 4.1. The specific objective of this project is to appoint suitable company to render travel management services, booking of venue and facilities for official business of the department.
- 4.2 The purpose of this request for bids is to solicit proposals from potential bidder(s) for the provision of travel management services to DTA.
- 4.3 This bid document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by DTA for the provision of travel management services to DTA.

#### 4 BACKGROUND

The Department of Traditional Affairs (DTA) seeks the services of a Travel Management Company to handle travel, venue, and facility arrangements for employees traveling on official business. These travel arrangements should be designed to facilitate the coordination of traditional affairs activities across government. This includes:

- Developing appropriate policies, norms, standards, systems, and a regulatory framework for traditional affairs
- Providing support for traditional affairs initiatives
- Enhancing information and knowledge management related to traditional affairs

The selected Travel Management Company will play a key role in ensuring these objectives are met effectively.

#### 6.SCOPE OF WORK

- 6.1 The appointed travel management company will be required to co-ordinate travelling and accommodation for the DTA officials or any person travelling in the interest of DTA.
- 6.2 The appointed travel management company should have the office to be able to service the Department. (infrastructure where they are operating from)
- 6.3 The appointed travel management company will be required to book venues and facilities informed by the approved DTA Travel Management policy.
- 6.4 The services will be extended to non-DTA employees when their inclusion aligns with the Department's interests. In such cases, prior approval is required, and all relevant policy guidelines must be adhered to.
- 6.5 Don't share sensitive info. Chats may be reviewed and used to train our models. Learn more The DTA's requirement for domestic and/or international travel, in line with Departmental policy covers the following in total or in part:

### 6.5.1 Air Travel

- The TMC will book the most cost effective airfares possible for domestic, regional and international travel, for international flights, the airline which provides the most cost effective and practical routings may be used.
- The TMC should obtain three or more price comparisons where applicable to present the most cost effective and practical routing to the Traveller.
- The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the Traveller (if applicable).
- Airline tickets must be delivered electronically (SMS, WhatsApp and/or email format) to the traveller(s) and Travel coordinators promptly after booking before the departure times.
- The TMC will also assist with the booking of charters for VIPs utilising the existing transversal term contract where applicable as well as the sourcing of alternative service providers for other charter requirements.
- The TMC will be responsible for the tracking and management of unused e-tickets as per agreement with the institution and provide a report on refund management once a quarter.
- The TMC must during their report period provide proof that bookings were made against the discounted rates on the published fares where applicable.
- Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)
- Assist with lounge access if and when required.

### **6.5.2 Car Rental and Shuttle Services**

- The TMC will book the approved category vehicle in accordance with the DTA Travel Policy with the appointed car rental service provider from the closest rental location (airport, hotel and venue).
- The travel consultant should advise the Traveller on the best time and location for collection and return considering the Traveller's specific requirements.
- The TMC must ensure that relevant information is shared with travellers regarding rental vehicles, like e-tolls, refuelling, keys, rental agreements, damages and accidents, etc.
- For international travel the TMC may offer alternative ground transportation to the Traveller that may include rail, buses and transfers.
- The TMC will book transfers in line with the DTA Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.
- The TMC should manage shuttle companies on behalf of DTA and ensure compliance with minimum standards. The TMC should also assist in negotiating better rates with relevant shuttle companies.
- The TMC must during their reporting period provide proof that negotiated rates were booked, where applicable.
- The TMC will be the first point of contact for any incidents involving hired vehicles.

### **6.5.3 Accommodation**

- The TMC will obtain price comparisons within the maximum allowable rate matrix as per the cost containment instruction of the National Treasury.
- The TMC will obtain three price comparisons from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveller. This includes planning, booking,

confirming and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with DTA's travel policy.

- Accommodation vouchers must be issued to all DTA travellers for accommodation bookings and must be invoiced to DTA as per arrangement.
- The TMC must during their report period provide proof, where applicable, that accommodation rates were booked within the maximum allowable rates as per the cost containment instruction of the National Treasury.
- Cancellation of accommodation bookings must be done promptly to guard against no show and late cancellation fees.

#### **6.5.4 After Hours and Emergency Services**

- The TMC must provide a consultant or team of consultants to assist Travellers with after hours and emergency reservations and changes to travel plans.
- A dedicated consultant/s must be available to assist VIP/Executive Travellers with after hour or emergency assistance.
- After hours' services must be provided from Monday to Friday outside the official hours (23h00 to 7h00) and twenty-four (24) hours on weekends and Public Holidays as defined in these TOR.
- 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.
- The TMC must have a standard operating procedure for managing after hours and emergency services. This must include relevant form generation of the request within 24 hours.

#### **6.5.5 Venues and Facilities**

- Company will be required to facilitate the venues for meetings and conference for departmental officials as per DTA requests.



#### **6.5.6 Valet Parking at the airport**

- As part of our commitment to providing an enhanced and seamless travel experience for our employees and clients, the company will arrange valet parking services at the airport for all designated travelers. This service will ensure that employees or clients are able to conveniently drop off their vehicles directly at the terminal, allowing them to proceed to check-in without delay or the need to search for parking.
- Key details of this arrangement include:

- 6.5.1 **Booking and Confirmation:** The company will be responsible for booking the valet parking service in advance for all travelers. Confirmation details, including booking reference numbers, will be provided to the traveler prior to their departure date.
- 6.5.2 **Valet Drop-off and Pickup Locations:** Valet services will be available at the airport terminal entrance, where travelers can drop off their vehicles at a designated point. Upon their return, the valet will be available to retrieve the vehicle at the same location.
- 6.5.3 **Eligibility:** This valet parking service will be available to all employees, clients, or guests identified by the company as requiring airport transportation services. Specific guidelines for eligibility will be communicated based on travel policies.
- 6.5.4 **Billing and Payment:** The cost of valet parking will be covered by the company, and payments will be processed directly through corporate accounts. Travelers should not be required to make out-of-pocket payments for the service, but receipts will be provided for reporting or audit purposes as needed.
- 6.5.5 **Service Hours and Availability:** The valet service will operate during all airport hours, ensuring that vehicles are safely parked and ready for pickup at the time of arrival or departure.
- 6.5.6 **By utilizing this service, the Department of Traditional Affairs (DTA) aims to streamline the travel process, improve the comfort of our travelers, and enhance the overall efficiency of airport logistics.**

## **7. COST EFFECTIVENESS**

- 7.1 The travel management service should negotiate discounted rates and additional incentives for air travel, accommodation, and other facilities such as car rental and shuttle that will benefit the Department.
- 7.2 The most cost effective and practical means of transport and accommodation facilities is to be used at all times. The travel management company will clearly have to show a reduction in costs obtained by utilizing discounted rates and other available incentives optimally.

## **8 SUPPORT SERVICES**

In respect of support services, the DTA's requirements are as follows:

### **8.1 24 Hour Service**

The appointed travel management company must provide 24 hours service to accommodate after hours business such as amendment or emergency bookings.

## **9 PROJECT OUTPUT**

- 9.1 The travel management company will upon receiving a duly completed and approved (approval for official traveling) and (request for Quotation)
  - 9.1.1 Facilitate requested reservations with relevant service providers.
  - 9.1.2 Give feedback to users regarding bookings, changes, suggested alternative routes/service providers, suggested/possible cost savings and other related issues.
  - 9.1.3 Obtain approval from those delegated officials to authorize amendments and/or after hours/emergency bookings.
  - 9.1.4 Issue passports, visas, foreign exchange, travelers' cheques, any other convenient means of funding available, e-tickets and other essentials needed for traveling.
  - 9.1.5 Submit within 30 days of every month invoices for Travel, Venues and facilities to the Department

## **10 PROJECT MANAGEMENT**

The Travel management Company/ Reporting team will be compelled to:

- 10.1 Provide Monthly Management reports on templates specified by the Department for all transactions processed, on inter alia, summary report, the supplier break down, cost centre, passenger spent, all savings realized, after hour summary and detailed after hour's reports and refunds/credits due as well as exception reports. Failure to comply with the above-mentioned reporting requirements will result in nullification of reports, such will be recorded as noncompliance or a breach in terms DTA Compliance check lists of contract agreements and relevant actions will be taken.
- 10.2 Provide separate management report for all venues and facilities requisition processed using a template to be provided by the DTA.
- 10.3 Hold monthly meetings on scheduled dates to discuss monthly reports, problems, new developments which will enhance service delivery or any matter of mutual interest. The monthly meetings are compulsory for the key account manager and failure to attend two consecutive meetings will result in and be recorded as non-compliance and relevant action will be taken.
- 10.4 Provide names, addresses and telephone and fax numbers, as well as e-mail addresses if available, of all branch offices and agencies, inside and outside South Africa. The names and telephone numbers of personnel available on a 24-hour basis must be made available to the DTA.
- 10.5 Ensure confidentiality in all respect of any travel arrangements concerning DTA officials.

## **11 COMPULSORY BRIEFING SESSION**

- 11.1 A compulsory briefing session will be held at the Department of Traditional Affairs, 3<sup>rd</sup> floor Pencardia 1, 509 Pretorius Street, Arcadia, Pretoria. Failure to attend will lead to disqualification.

## **12 EVALUATION METHODOLOGY / CRITERIA**

### **12.1 Project Cost**

- 12.1.1 Provide fixed price (service fees) quotation for the duration of the contract.
- 12.1.2 Cost must be Value Added Tax inclusive and quoted in South African Rand
- 12.1.3 Costing should be aligned with the services to be rendered.

## **13. STAGE 1 – PRE-QUALIFICATION**

### **13.1 Mandatory documents**

- 13.1.1 Partnership agreements (if a bidder has a partnership agreement in place that enables the partnership to automatically continue to function in the event of a death or withdrawal of one of the partners)
- 13.1.2 Completed and appropriately signed SBD forms.
- 13.1.3 Bidders should submit the proof of registration with professional bodies (IATA and ASATA)
- 13.1.4 In case of a Joint Venture, a written agreement between the parties which must Clearly set out the roles and responsibilities of each member and include a resolution of each company of the Joint Venture together with a resolution by its directors authorising a member of the Joint Venture to sign the documents on behalf of the Joint Venture.
- 13.1.5 Attend a compulsory briefing session

**All bids will be pre-qualified to ensure compliance to mandatory requirements. Should the mandatory requirements as stated above not be met, bids will be considered as non-responsive and will be disqualified.**

## **13.2 STAGE 2 : FUNCTIONALITY EVALUATION CRITERIA = 100 POINTS**

All bidders are required to respond to the functionality evaluation criteria as detailed below:

Only Bidders that have met the Pre-Qualification Criteria in (Stage 1) will be evaluated in Stage 2 for functionality. Functionality will be evaluated as follows:

The overall score must be equal to or above 70 points in order to proceed to Stage 3 for Price and BBBEE evaluations.

### **13.2.1 Company Experience**

- 13.2.1.1 The Travel Management Company should have three (03) years' minimum operational experience as a travel management services.
- 13.2.1.2 The Travel Management Company must submit at least three (02) reference letters to support the number of years and to prove that they have successfully performed, or they have been providing similar services from its previous and or current verifiable clients.
- 13.2.1.3 Testimonial/s or reference letter/s should include contacts details for verification purpose.
- 13.2.1.4 A company will be assessed based on experience in travel management and services as well as event management services.
- 13.2.1.5 References and testimonials as proof that the service provider has sufficient experience must be attached.
- 13.2.1.6 Failure to attach testimonials will lead to lesser scoring of a bid.
- 13.2.1.7 Bidders of recognized Travel management Companies, represented in main centres must be registered with international air transport association (IATA) and Association of South Africa travel agent (ASATA)
- 13.2.1.8 Bidders are also requested to submit the certified copies of their registration with IATA, ASATA.
- 13.2.1.9 Failure to submit the reference letters will result in no scoring.

### **13.2.2 Accounts Manager's Experience & Qualification**

13.2.2.1 The Accounts Manager should have minimum experience of 5 (five) years in travel management industry.

13.2.2.2 The Accounts Manager should have a minimum of a three years tertiary qualification.

13.2.2.3 A comprehensive CV including certified copies of ID and qualifications should be submitted with the proposal.

### **13.2.3 Travel Consultants Experience & Qualification**

13.2.3.1 A minimum of three (03) travel management consultants should have a minimum of two (02) years' experience each, in the travel management industry.

13.2.3.2 A minimum of three (03) travel management consultants, should each have a minimum of a senior certificate (Matric) qualification.

13.2.3.3 A comprehensive CV including certified copies of ID and qualifications should be submitted with the proposal.

### **13.2.4 Project Approach/Methodology**

13.2.4.1 Service providers to indicate what procedure is going to be used to execute the service or project of this nature.

13.2.4.2 Project plan with final outputs and identified timeframes.

13.2.4.2 Service providers should show the efficiency in which the travel management services will be handled.

### **13.2.5 Infrastructure**

13.2.5.1 Service providers should demonstrate the ability to provide travel management services to DTA and that includes the following:

- Travel operative system
- An Accounting package that will be used for bookings, travel spend, Invoicing, drawing management reports monthly, quarterly and annually.

- Capability to have a fully functional after hours system that issues out tickets and vouchers and emergency services to DTA.

### 13.2.6 Registration with relevant body

13.2.6.1 The appointed travel management services should provide proof of registration with relevant registration body, i.e. ASATA or equivalent.

The Bidder's information will be scored according to the following points system:

| Criteria   | Breakdown   | Weight |
|--|---|--------|
| <b>1. Company Experience</b><br><br>a) A minimum of three (03) years' experience in providing travel management services<br>b) Provide the reference letters for completed projects from contactable clients (within 5 years) <b>(one reference letter is equal to 3 points)</b> | <b>Experience</b> <ul style="list-style-type: none"> <li>• Less than 3 years = 0 points</li> <li>• 3 years = 3 points</li> <li>• Above 3 - 5 years = 5 points</li> <li>• Above 5 - 8 years = 7 points</li> <li>• Above 8 years = 10 points</li> </ul> <b>Reference Letters</b> <ul style="list-style-type: none"> <li>• One (01) reference letter = 0 points</li> <li>• Two (02) reference letters = 5 points</li> <li>• Three (03) reference letters = 7 points</li> <li>• Four (04) and more reference letters = 10 points</li> </ul> | 20     |
| <b>2.Accounts Manager Experience &amp; Qualification</b><br><br>The bidder will be scored zero (0) for failure to attach the CV and copies of ID and qualifications for Accounts Manager   | <b>Experience</b> <ul style="list-style-type: none"> <li>• Less than 5 years = 0 point</li> <li>• 5 years = 3 points</li> <li>• Above 5 - 8 years = 5 points</li> <li>• Above 8 years = 10 points</li> </ul> <b>Qualification</b> <ul style="list-style-type: none"> <li>• No qualification = 0 point</li> <li>• Three-year SAQA accredited qualification or above in the tourism sector or related sector = 5 points</li> </ul>  | 15     |

|   |   |                  |
|---|---|------------------|
| <p><b>3. Travel Consultants Experience &amp; Qualification (03)</b></p> <p>The bidder will be scored zero (0) for failure to attach the CVs and copies of ID and qualifications for Travel Consultants. <b>(Points for each travel consultants scored under this category will be averaged)</b></p> | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Less than 2 years = 0 point</li> <li>• 2 years = 10 points</li> <li>• Above 2 - 5 years = 15 points</li> <li>• Above 5 years = 20 points</li> </ul> <p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>• No Grade 12 or equivalent = 0 point</li> <li>• Grade 12 or equivalent = 5 points</li> </ul> <p>Three-year SAQA accredited qualification or above in the hospitality or travel and tourism sector or related sector = 10 points</p> | <p><b>30</b></p> |
|---|---|------------------|



| <b>Project Plan or Methodology</b>                                |   |
|---|---|
| Methodology to be adopted on rendering Travel Management services | Travel Management services knowledge (4 points), informative appropriateness of proposed approach/s (4 points) and presentation on how the method will be implemented (2 points)<br><br>10 points                       |
| Project implementation schedule                                   | Appropriateness of identified tasks (2 points), and defining a plan roll out with regards to assigned resources (3 points)<br><br>5 points  |
| Project implementation Risks and Risk Management proposal         | Adequacy of understanding of program risks associated with travel management services (3 points) and appropriateness of mitigation options (2 points)<br><br>5 points   |
| Quality Assurance and quarterly reporting                         | Appropriateness of Project Manager to compile quarterly reports, adhere to adequacy of reporting (3 points) and appropriateness of reporting through a clear quality assurance process (2 points)<br><br>5 points       |
| Understanding of sector challenges                                | Familiarity with the sector challenges related to travel management services (include a short summary, not more than two pages, of your understanding of the challenges that this RFP seeks to address)<br><br>5 points |
| After Hours and Emergency services :                              | Realistic approach to render services after hours, during emergencies and at short notice.<br><br>5 points  |

**NB:** Only bidders who obtain at least **70 points** under technical evaluation will be considered for further evaluation.

## Conditions of contracts

- Bidders are kindly requested to submit **two (2)** copies plus the original.
- Travel arrangements must be done with due consideration to the following:  
Where many people are involved, the DTA reserves the right to exercise its own travel options and arrangements, taking into consideration any existing contract[s] with suppliers of services like charter flights or road transport.
- In line with the cost savings, the Department has the right to utilize internal staff to make booking arrangements.
- Bidders are further requested to separate financial proposal from technical proposal.
- **Travel management Companies in Main Centres:** Only bidders of recognized Travel management Companies, represented in main centers will be accepted. Main centers are, all cities, towns and/or places where scheduled flights are undertaken by South African registered airline companies. These conditions are also applicable to international journeys.
- **Supporting Services:** Supporting services required, for example, organizing for renewal/issuing of passports, visas and travelers cheques, special assistance, renting of busses or booking of bus tickets etc. Bidders may show separately which supporting services are available and at which reimbursement basis.
- **Adjustments to Contract:** All discounts against the standard tariffs of, or on accumulated expenditure on airline, car rental, rail and bus companies and any rates may not be adjusted if such will disadvantage DTA for the duration of the contract. Any new airline company, car rental company, etc. will only be included if initiated or accepted by the DTA.
- **Discounts:** When submitting the bid, information regarding special rates in place and all negotiated discounts for any service must be provided. It is also required for the agency to distinguish between standard discounts, special discounts and cumulative discounts, if any, they will all be reflected separately and the conditions applicable thereto also shown separately. It must also be clearly stipulated whether any discounts represent credits or other incentives such as travel Rands, etc.

- **Service Fees:** Travel management companies must submit their detailed fixed service fee per transaction in respect of the following:
- Air travel arrangements (domestic and abroad)
  - Accommodation arrangements (domestic and abroad)
  - Car rental arrangements (domestic and abroad)
  - Bus service arrangement (domestic and abroad)
  - Train service arrangement (domestic and abroad)
  - Support service requests (itemized in relation to available services)

Any fee not disclosed by the agency in the bid will not be paid by the Department.

The Department reserves the right to standardize service fees where Variances exists between the contracted agencies.

An indication must also be given as to whether VAT will be payable on either of these fees.

Service fees charged by the Travel management company must be billed to the Department through the available facility separately for actual cost and not directly to the DTA.

The travel management company must also facilitate booking and payment of bus fares, the arrangement of visas, passports, foreign exchange, traveler's cheques and any other convenient means of finance available whenever such services are required.

- The Department reserves the right to appoint more than one contractor and or utilize internal staff.
- Once the bid has been awarded, the DTA will provide the travel management company with a copy of the S&T policy, Departmental Procurement Policy, Financial delegation and any relevant information.
- A Service Level Agreement (SLA) will be drawn up by the DTA in consultation with the successful bidder.
- Delegates from the Department will conduct site inspections at shortlisted bidders.
- Bidders are required to complete the attached Annexure (A)

## Enquiries

9.1 Mr. Gladman Ndlovu

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9.2 Mr LDR Motlhabedi

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## ANNEXURE (A)

### PRICE BREAKDOWN

#### INTERNATIONAL (INCLUDING REGIONAL/AFRICAN CONTINENT)

| SERVICE                   | FEE PER TRANSACTION |
|---------------------------|---------------------|
| Air travel booking        |                     |
| Valet Parking at airports |                     |
| Accommodation booking     |                     |
| Car rental booking        |                     |
| Shuttle                   |                     |
| Train                     |                     |
| Bus                       |                     |
| Taxi                      |                     |
| Cancellation              |                     |
| No show                   |                     |
| Refund                    |                     |
| Support Services booking  |                     |
| (a) Visas                 |                     |
| (b) Passport              |                     |
| (c) Foreign Exchange      |                     |
| (d) After hours booking   |                     |
| (e) Others.....           |                     |

**DOMESTIC****SERVICE****FEE PER TRANSACTION**

|                          |  |
|--------------------------|--|
| Air travel booking       |  |
| Accommodation booking    |  |
| Car rental booking       |  |
| Shuttle                  |  |
| Bus                      |  |
| Train                    |  |
| Taxi                     |  |
| Cancellation             |  |
| No show                  |  |
| Refund                   |  |
| Support Services booking |  |
| (f) Busses               |  |
| (g) After hours booking  |  |
| (h) Others.....          |  |

**VENUES AND FACILITIES****SERVICE****FEE PER REQUEST**

|  |  |
|--|--|
| Venues and Facilities request for quotations |  |
| Cancellation                                 |  |
| Others.....                                  |  |

**Service providers name .....**

Name \_\_\_\_\_ of \_\_\_\_\_ authorized  
official.....

**Signature**.....

**Date**.....

## 10ART A

## INVITATION TO BID

|   |  |               |  |                               |   |
|---|--|---------------|--|-------------------------------|---|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>  |  |               |  |                               |   |
| BID NUMBER:   |  | CLOSING DATE: |  | CLOSING TIME:                 |   |
| DESCRIPTION   |  |               |  |                               |   |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE4 BID BOX SITUATED AT (STREET ADDRESS)</b>   |  |               |  |                               |   |
| 509 Pretorius Street  |  |               |  |                               |   |
| Pencardia 1 Building,3 <sup>rd</sup> Floor  |  |               |  |                               |   |
| Arcadia   |  |               |  |                               |   |
| 0083  |  |               |  |                               |   |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>   |  |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                               |   |
| CONTACT PERSON  | Hellen Mokoka  |               | CONTACT PERSON   | Judy Mokgothu                 |   |
| TELEPHONE NUMBER  | 012 334 4910   |               | TELEPHONE NUMBER   | 012 334 0655                  |   |
| FACSIMILE NUMBER  |  |               | FACSIMILE NUMBER   |                               |   |
| E-MAIL ADDRESS  | dtaquotations@cogta.gov.za   |               | E-MAIL ADDRESS   | dtaquotations@cogta.gov.za    |   |
| <b>SUPPLIER INFORMATION</b>   |  |               |  |                               |   |
| 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  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE  | TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |                               | [TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No     |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>   |  |               |  |                               |   |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>   |  |               |  |                               |   |
| 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

|           |   |  |
|-----------|---|--|
| <b>1.</b> | <b>BID SUBMISSION:</b>  |  |
| 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, 2017, 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).  |  |
| <b>2.</b> | <b>TAX COMPLIANCE REQUIREMENTS</b>  |  |
| 2.1       | BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.  |  |
| 2.2       | BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.   |  |
| 2.3       | APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING 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 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:

.....



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of institution | State |
|-----------|-----------------|---------------------|-------|
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |

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

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name)..... in  
 submitting the accompanying bid, do hereby make the following  
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SBD4**

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

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

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

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| PRICE  |            |
| SPECIFIC GOALS                                   |            |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 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:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

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:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = 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
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|--|--|
| B-BBEE compliance   | 4  | 8  |  |  |
| Black ownership ( 51% or More)                              | 2  | 4  |  |  |

|                               |   |   |  |  |
|-------------------------------|---|---|--|--|
| Women ownership (51% of More) | 2 | 4 |  |  |
| Youth                         | 1 | 2 |  |  |
| People with Disabilities      | 1 | 2 |  |  |
|                               |   |   |  |  |

| B-BBEE status level of contributors | Number of points (80/20 system) | B-BBEE status level of contributors | Number of points (90/10 system) |
|-------------------------------------|---------------------------------|-------------------------------------|---------------------------------|
| 1                                   | 8                               | 1-2                                 | 4                               |
| 2                                   | 7                               | 3-4                                 | 3                               |
| 3                                   | 6                               | 5-6                                 | 2                               |
| 4                                   | 5                               | 7-8                                 | 1                               |
| 5                                   | 4                               | Non-compliant contributors          | 0                               |
| 6                                   | 3                               |                                     |                                 |
| 7                                   | 2                               |                                     |                                 |
| 8                                   | 1                               |                                     |                                 |
| Non-compliant contributors          | 0                               |                                     |                                 |

#### 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

[TICK APPLICABLE BOX]

- 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;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it 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:                    | ..... |
|                             | ..... |
|                             | ..... |
|                             | ..... |