



NAME OF BID	APPOINTMENT TO A PANEL FOR PROVISION OF TRAVEL MANAGEMENT SERVICES
BID NO.	FSCA2026/27-T004
ADVERT DATE	29 MAY 2026
CLOSING DATE	07 July 2026
CLOSING TIME	11h00 (South African Standard Time, obtained from Telkom SA SOC Limited by dialling 1026)

BIDDER NAME	
ID/REGISTRATION NUMBER	
CSD NUMBER	
CONTACT PERSON	
EMAIL ADDRESS	
TELEPHONE NUMBER	

**Riverwalk Office Park, Block B; 41 Matroosberg Road
(Corner Garsfontein and Matroosberg Roads)**

**Ashlea Gardens, Extension 6
Menlo Park; Pretoria; South Africa; 0081**

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Website: www.fsca.co.za




Executive Committee:

Commissioner: U. Kamlana | Deputy Commissioners: A. Ludin | K. Gibson | F. Badat

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A. INTRODUCTION TO BID

1. Introduction

- 1.1 The Financial Sector Conduct Authority (FSCA) was established in terms of the Financial Sector Regulation Act No. 9 of 2017. It is responsible for market conduct regulation and supervision of the financial services industry. The objectives of the FSCA are to enhance and support the efficiency and integrity of financial markets, to protect financial customers by promoting their fair treatment by financial institutions, as well as providing financial customers with financial education. The FSCA is a Schedule 3A Public Entity, in terms of the Public Finance Management Act (PFMA).
- 1.2 The vision of the FSCA is to ensure an efficient financial sector where customers are informed and treated fairly and its mission is to ensure a fair and stable financial market, where consumers are informed and protected, and where those that jeopardize the financial well-being of consumers are held accountable. Visit the FSCA website, www.fsc.co.za for further information about the FSCA.
- 1.3 The FSCA operates from offices in Pretoria at Riverwalk Office Park; 41 Matroosberg Road; Ashlea Gardens Extension 6; Menlo Park; Pretoria.
- 1.4 All information, including personal information collected during this process will be treated as confidential, and processed in line with the FSCA Privacy Policy. For more information on how your personal information is processed and how you can exercise your rights in term of applicable information privacy laws, please visit the Privacy Policy on www.fsc.co.za
- 1.5 Bidders are hereby invited to tender for appointment to a panel of service providers that will provide travel management services to the FSCA over a period of five (5) years. The contract will commence on 01 August 2026 or earlier.
- 1.6 This bid is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations, 2022, Broad-Based Black Economic Empowerment Act, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Where, however, the special conditions of contract conflict with the general conditions of contract, the special conditions of contract prevail.

2. Briefing session

- 2.1 A **non-compulsory briefing** session will be held on **11 June 2026 at 11H00** for a maximum of 01 hours on Microsoft Teams. The link will be provided on the FSCA's website.

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2.2 THE FSCA WILL NOT BE COMPELLED TO REPEAT ANY ISSUES ALREADY COVERED TO LATECOMERS.

3. Bid enquiries and questions

3.1 Enquiries relating to minor administrative issues with reference to the bid may be directed to:

Nobusi Mazwai
 Supply Chain Management Department
 Tel no.: (012) 367 7847
 E-mail: tenders@fsc.co.za

3.2 All questions relating to the contents of the bid (conditions, rules, terms of reference etc.) must be forwarded in writing via email to tenders@fsc.co.za by not later than **18 June 2026**. Questions received after this date will not be entertained.

3.3 All questions must reference specific paragraph numbers, where applicable.

3.4 All enquiries (received on or before the closing date for enquiries) will be consolidated and the FSCA will publish one response document on the FSCA website (www.fsc.co.za) within **three (3) working days** after the date in indicated in paragraph 3.2.

3.5 No requests for information shall be made to any other person or through any other method.

4. Bid submission


4.1 Bid documents may either be placed in the bid box at the FSCA office or couriered to the physical address. Bids submitted by means of e-mail, telex facsimile, electronic or similar means shall not be considered.

4.2 Complete documents with supporting annexures shall be packaged, sealed, clearly marked and submitted strictly as follows:

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4.3 The FSCA requires two (2) hard copies (one original document and one copy) and one electronic copy (in electronic storage media, preferably a CD or flash drive/memory stick) in PDF format all bound in a sealed envelope marked as stated in paragraph 4.2.

4.4 The bid box is situated at the reception area of the FSCA and the physical address of the FSCA is as follows:

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Financial Sector Conduct Authority
 Riverwalk Office Park, Block B
 41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)
 Ashlea Gardens, Extension 6
 Menlo Park
 Pretoria, 0081

GPS Coordinates	
Latitude	-25.7843344
Longitude	28.268365

- 4.5 Bid documents will only be considered if received by the FSCA in the required format on or before the closing date and time, regardless of the method used to send or deliver such documents to the FSCA.
- 4.6 **Late submissions will not be accepted.**
- 4.7 Bidders must initial each page of the bid document on the bottom right-hand corner.


5. Pricing schedule

- 5.1 This is a rate-based tender.
- 5.2 A pricing schedule (as per Annexure A) must be submitted on a separate sheet from the technical proposal for ease of evaluation (refer to the following link:

[https://www.fsca.co.za/api/cr3ad_shareddocumentses\(d9ac629d-805a-f111-bec7-7c1e5277e2e0\)/cr3ad_document/\\$value](https://www.fsca.co.za/api/cr3ad_shareddocumentses(d9ac629d-805a-f111-bec7-7c1e5277e2e0)/cr3ad_document/$value)

(failure to complete and attach the completed schedules will result in your bid being regarded as non-responsive)


- 5.3 The FSCA reserves the right to negotiate the rates with the appointed TMCs

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B. DEFINITIONS

6. Definitions

- 6.1 Unless inconsistent with or expressly indicated otherwise by the context.
- 6.1.1 **FSCA** shall mean the Financial Sector Conduct Authority or any successor in title.
- 6.1.2 **Accommodation** means the rental of lodging facilities while away from one's place of abode, but on authorised official duty.
- 6.1.3 **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.
- 6.1.4 **Air Travel** means travel by airline on authorised official business.
- 6.1.5 **Authorising Official** means the employee who has been delegated to authorise travel in respect of travel requests and expenses, e.g. line manager of the traveller.
- 6.1.6 **Car Rental** means the rental of a vehicle for a short period of time by a Traveller for official purposes.
- 6.1.7 **Contractor** shall mean the successful bidder whose bid has been accepted by the FSCA and shall include the bidders's representatives.
- 6.1.8 **Contract** shall include the General Conditions of Contract and Special Conditions of Contract, the specifications including any schedules attached to the specifications, and any agreement entered into in terms of these Special Conditions of Contract
- 6.1.9 **Domestic Travel** means travel within the borders of the Republic of South Africa.
- 6.1.10 **Emergency Service** means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.
- 6.1.11 **International Travel** refers to travel outside the borders of the Republic of South Africa.
- 6.1.12 **Management Fee** is the fixed negotiated fee payable to the Travel Management Company (TMC) in monthly instalments for the delivery of travel management services, excluding any indirect service fee not included in the management fee structure (visa, refund, frequent flyer tickets etc.).

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- 6.1.13 **Quality Management System** means a collection of business processes focused on consistently meeting customer requirements and enhancing their satisfaction. It is expressed as the organisational structure, policies, procedures, processes and resources needed to implement quality management.
- 6.1.14 **Regional Travel** means travel across the border of the Republic of South Africa to any of the SADC Countries, namely; Angola, Botswana, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe.
- 6.1.15 **Service** shall mean the services rendered by the panel for provision of travel management services.
- 6.1.16 **Service Level Agreement (SLA)** is a contract between the TMC and the FSCA that defines the level of service expected from the TMC.
- 6.1.17 **Shuttle service** means the service offered to transfer a Traveller from one point to another, for example from place of work to the airport.
- 6.1.18 **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.
- 6.1.19 **Transaction fee** means the fixed negotiated fee charged for each specific service type e.g. international air ticket, charged per type per transaction per traveller.
- 6.1.20 **Travel authorisation** is the official form utilised by FSCA reflecting the detail and order number of the trip that is approved by the relevant authorising official.
- 6.1.21 **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.
- 6.1.22 **Travel Management Company** or TMC refers to the Company contracted to provide travel management services (Travel Agents).
- 6.1.23 **Travel voucher** means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.
- 6.1.24 **Traveller** refers to an employee of the FSCA, including any nonexecutive committee members of the FSCA, consultant or contractor travelling on official business on behalf of the FSCA.

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- 6.1.25 **Panel** shall mean appointed panel of TMCs the Panel of Travel Management Services that will be appointed pursuant to this tender.
- 6.1.26 **Person** includes any natural person, company incorporated or registered as such under any law, any body of persons corporate or unincorporated, and any trust. Person, firm or company shall include an authorised employee or agent of such person.
- 6.1.27 **Value Added Services** are services that enhance or complement the general travel management services e.g. rules and procedures of the airports.
- 6.1.28 **VAT** means Value Added Tax.
- 6.1.29 **VIP Or Executive Service** means the specialised and personalised travel management services to selected employees of the FSCA by a dedicated consultant to ensure a seamless travel experience.
- 6.2 Except where the context indicates otherwise, in this document the singular includes the plural, and with reference to gender, the one includes the other.

C. BID RULES

7. Capabilities and experience of bidders

7.1 Bidders are required to provide all information as necessary to demonstrate their capabilities and experience with regard to the requested services.

8. Form of bid

8.1 The bid shall be signed and witnessed in the form of bid incorporated herein. The schedule of services shall be fully priced in South African Rand to show the total amount of the bid and shall be signed. The certificates, schedules and forms contained in this document shall be completed and signed by the bidder in blue or black ink.

8.2 **Please note:** No correction fluid such as Tippex or similar product is allowed. All changes must be scratched out, and a signature must be effected next to each change.

8.3 Where the space provided in the bound document is insufficient, separate schedules may be drawn up in accordance with the prescribed formats. These schedules shall be bound with a suitable contents page and submitted with the bid documents.

9. Signing of bid

9.1 The bid must be signed by a person who is duly authorised to do so.

10. Alterations to bid documents


10.1 No unauthorised alteration or addition shall be made to the form of bid, to the schedule of services to be rendered or to any other part of the bid documents. If any such alteration or addition is made or if the schedule of services to be rendered, or other schedules or certificates are not properly completed, such submission may be disqualified.

11. Qualifications on bid

11.1 Bids submitted in accordance with this bid document shall be without any qualifications.

12. FSCA'S rights

12.1 The FSCA is entitled to amend any bid conditions, bid validity period, bid specifications, or extend the bid's closing date, all before the bid closing date. The FSCA reserves its right to extend the bid validity period before the expiry period. All bidders, to whom the bid documents have been issued and where the FSCA has record of such bidders, may be advised in writing of such


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amendments in good time and any such changes will also be posted on the FSCA's website under the relevant bid information. All prospective bidders should, therefore, ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

- 12.2 The FSCA reserves the right not to accept the lowest priced bid or any bid in part or in whole.
- 12.3 The FSCA reserves the right to award this bid as a whole or in part.
- 12.4 The FSCA reserves the right to conduct site visits at bidder's corporate offices and/or at client sites if so required.
- 12.5 The FSCA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction Note 03 of 2017/2018: Cost Containment Measures, where relevant.
- 12.6 The FSCA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the FSCA to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

13. Undertaking by bidder

- 13.1 By submitting a bid in response to this bid, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the FSCA on the terms and conditions and in accordance with the specifications stipulated in this bid document.
- 13.2 The bidder shall prepare for a possible presentation should the FSCA require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this bid.
- 13.3 The bidder agrees that the offer contained in its bid shall remain binding upon him and receptive for acceptance by the FSCA during the bid validity period indicated in this document and calculated from the bid closing date. Its acceptance shall be subject to the terms and conditions contained in this bid document read with the bid.
- 13.4 The bidder furthermore confirms that they have satisfied themselves as to the correctness and validity of their bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all their obligations under a resulting contract for the services contemplated in this bid; and that they accepts that any mistakes regarding price(s) and calculations will be at their risk.

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- 13.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on them under the supply agreement and Service Level Agreement (SLA) to be concluded with the FSCA, as the principal(s) liable for the due fulfilment of such contract.
- 13.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with this bid will become FSCA property unless otherwise stated by the bidder/s at the time of submission.

14. Central supplier database


- 14.1 The FSCA will not award any bid to a supplier who is not registered as a prospective supplier on the Central Supplier Database (CSD) as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 4A of 2016/2017.
- 14.2 The supplier is responsible to continuously update their information, including personal information on the CSD to ensure that it is complete, accurate and not misleading.

15. Supplier performance management

- 15.1 Supplier Performance Management is viewed by the FSCA as a critical component in ensuring it acquires value for money and maintains good supplier relations between the FSCA and all its suppliers.
- 15.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude an SLA with the FSCA (where applicable), which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to the FSCA's business.
- 15.3 The successful bidder will be required to comply with the above conditions and also provide a scorecard on how their product/service offering is being measured to achieve the objectives of this condition.

16. Cancellation of contract

- 16.1 If the FSCA becomes aware or is satisfied that any person (including an employee, partner, director or shareholder of the bidder or a person acting on behalf of or with the knowledge of the bidder), firm or company, amongst others:
- 16.1.1 is executing a contract with the FSCA unsatisfactorily,

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- 16.1.2 has in any manner been involved in a corrupt act or provided a gift or remuneration in relation to any officer or employee of the FSCA, in connection with obtaining or executing a contract,
- 16.1.3 has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract,
- 16.1.4 has in any manner influenced or attempted to influence the awarding of an FSCA's bid,
- 16.1.5 has when advised that his bid has been accepted, given notice of his inability to execute or sign the contract or to furnish any security required,
- 16.1.6 has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from bidding for this contract, or relating to the bid price to be submitted by either party,
- 16.1.7 has disclosed to any other person, any information relating to this bid, except where disclosure, in confidence, was necessary to obtain quotations required for the preparation of the bid,

the FSCA may, in addition to any other legal recourse, which it may have, cancel the contract between the FSCA and such a person, firm or company and/or resolve that no bid from such a person will be favourably considered for a period, as prescribed by the National Treasury.


- 16.2 Any restriction imposed upon any person shall apply to any other person with which such a person is actively associated.

17. Applicable laws

- 17.1 The laws of the Republic of South Africa shall be applicable to each contract created by the acceptance of a bid and each bidder shall indicate an address in the Republic and specify it in the bid as his *domicilium citandi et executandi* where any legal process may be served on him.
- 17.2 Each bidder shall accept the jurisdiction of the courts of the Republic of South Africa.

18. Reasons for disqualification of bid

- 18.1 The FSCA reserves the right to disqualify any unacceptable bid as defined in the PPPFA Act and such disqualification may take place without prior notice to the offending bidder. The grounds for disqualification amongst others could include the following:

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- 18.1.1 bidders who submit incomplete information and documentation as specified in the requirements of this bid document;
- 18.1.2 bidders who submit information that is fraudulent, factually untrue or inaccurate;
- 18.1.3 bidders who receive information not available to other potential bidders through any means;
- 18.1.4 bidders who do not comply with mandatory requirements, if stipulated in the bid document;
- 18.1.5 bidders who fail to attend a compulsory briefing session and sign bid register, if stipulated in the bid advert and/ or in this bid document; and/or
- 18.1.6 bidders who fail to comply with FICA (Financial Intelligence Centre Act) requirements (where applicable).

19. Delegation of authority

19.1 The FSCA may delegate any power vested in it by virtue of these Terms of Reference to an officer or employee of the FSCA.

20. Bid rules are binding

20.1 The bid rules as well as the instructions given in the official bid notice shall be binding on all bidders submitting bid applications for the service or services set out in the bid document.

21. Language of contract

21.1 The bid documents are drafted in English and any contract, which originates from the acceptance of the bid, will be interpreted and construed in English.

D. TERMS OF REFERENCE

22. Objectives

- 22.1 The broad objectives of this bid include:
 - 22.1.1 To provide bidders with adequate information to understand and respond to the FSCA's requirements for appointment to a panel for provision of travel management services to the FSCA for a period of five (5) years.
 - 22.1.2 To ensure uniformity in the responses received from each prospective service provider.
 - 22.1.3 To provide a structured framework for the evaluation of proposals.

23. Background

- 23.1 The FSCA has identified a need to appoint a panel of travel management company to service all the travellers. The primary objective is to appoint a total of six (6) TMCs (Travel Management Company) as follows:
 - 23.1.1 Group 1: Three TMCs with annual turnover of R35 million and below
 - 23.1.2 Group 2: Three TMCs with annual turnover of above R35 million
- 23.2 The appointed service providers will be required to deliver consistent and reliable travel management services, maintain a high level of traveller satisfaction in accordance with the Service Level Agreement (SLA), achieve cost savings for the FSCA without compromising service quality, and provide management with relevant information and reporting as required.
- 23.3 The panelists will be required to make reservations in accordance with the FSCA's travel policy, familiarise themselves with the policy requirements, and, where feasible and practical, utilise contracts negotiated by the National Treasury for accommodation and flight bookings.

24. Purpose of the request for bid

24.1 The purpose of this bid is to appoint a panel of service providers for provision of travel management services to the FSCA for a period of five 5 years, as and when required.

25. Pre-qualification criteria

25.1 The bidder must be a valid member of the Association of South African Travel Agents (ASATA) or equivalent, at the closing of this tender. For ease of reference bidders are encouraged to submit proof of such membership. The FSCA reserves the right to verify validity of membership with the relevant body.

25.2 The bidder must submit a valid IATA (International Air Transport Association) certificate/licence or equivalent. For ease of reference bidders are encouraged to submit proof of such membership. The FSCA reserves the right to verify validity of membership with the relevant body.

25.3 Bidders who do not meet the above-mentioned pre-qualification criteria will be eliminated from further evaluation.

26. Scope of work

26.1 Successful panelists will be required to provide travel management services to the FSCA's employees, contractors, potential employees, witnesses, consultants, clients and any other party where the FSCA will be responsible for the arrangement and travel cost. The services will be provided to all travellers travelling on behalf of the FSCA, locally, regionally and internationally. Deliverables will include without limitation the following:

26.1.1 General


26.1.1.1 Travel management services during normal office hours (Monday to Friday 8h00 – 17h00) and provide after hours and emergency services as stipulated in paragraph 26.6.

26.1.1.2 Travel management services must include more than simply the provision of three (3) quotations (this is available online). The agent must provide advice on all relevant and available options to enable the traveller to make an informed decision.

26.1.1.3 Successful panelists will be required to negotiate rates between the FSCA and third parties for better deals.

26.1.1.4 Provide a facility for the FSCA to update their travellers' profiles.


26.1.1.5 Manage the third-party service providers by addressing service failures and complaints against these service providers.

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- 26.1.1.6 Consolidate all invoices from travel suppliers.
- 26.1.1.7 Provide a detailed transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition.

26.1.2 Reservations

- 26.1.2.1 The TMC (Travel Management Company) must provide reservations services, including but not limited to the following:
- 26.1.2.1.1 Receive travel requests from travel bookers and respond with quotations (confirmations) and availability, and appropriate advice relevant to these quotations. Upon receipt of the relevant approval, the travel agent will issue the required e-tickets and vouchers immediately and send it to the travel booker and the traveller via the agreed communication medium.
- 26.1.2.1.2 Always endeavor to make the most cost-effective travel arrangements based on the request from the traveller and/or travel booker.
- 26.1.2.1.3 Obtain a minimum of three (3) quotations for all travel requests where the route or destination permits.
- 26.1.2.1.4 Book negotiated discounted fares and rates where possible.
- 26.1.2.1.5 Keep abreast of carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in flight schedules prior to or during the traveller's official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.
- 26.1.2.1.6 Book parking facilities at the airports where required for the duration of the travel.
- 26.1.2.1.7 Respond quickly and process all queries, requests, changes and cancellations timeously and accurately.

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26.1.2.1.8 Facilitate group bookings (e.g. for meetings, conferences, year-end functions, events, etc.), where applicable.

26.1.2.1.9 Issue all necessary travel documents, itineraries and vouchers timeously prior to departure dates and time.

26.1.2.1.10 Provide advice on all visa and immunisation requirements well in advance.

Note: Visa applications will not be the responsibility of the TMC; however, the relevant information must be supplied to the traveller(s) where visas will be required

26.1.2.1.11 Provide assistance with the arrangements of foreign currency for international trips where required.

26.1.2.1.12 Facilitate any reservations that are not bookable on the Global Distribution System (GDS).

26.1.2.1.13 Facilitate the bookings that are generated through their own or third-party Online Booking Tool (OBT) where it can be implemented.

26.1.2.1.14 Ensure confidentiality in respect of all travel arrangements requested by the FSCA.


26.1.3 Air Travel

26.1.3.1 The TMC must provide air travel services, including but not limited to the following:

26.1.3.1.1 Book full-service carriers as well as low-cost carriers.

26.1.3.1.2 Obtaining three or more quotations where applicable to present the most cost-effective and practical routing to the traveller.

26.1.3.1.3 The airline ticket must include the applicable airline agreement number as well as the individual loyalty program number of the Traveller (if applicable).

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26.1.3.1.4 Airline tickets must be delivered electronically (SMS and/or email format) to the Traveller(s) and travel bookers promptly after booking.

26.1.3.1.5 Tracking and management of unused e-tickets as per agreement with the FSCA and provide a report on refund management on a quarterly basis.

26.1.3.1.6 Provide proof that bookings were made against the discounted rates on the published fares where applicable, during the reporting period.

26.1.3.1.7 Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.).

26.1.3.1.8 Assist with lounge access if and when required.

26.1.3.1.9 Submit monthly report for the tracking and management of unused e-tickets as per agreement with the FSCA and provide a report on refund management.


26.1.3.1.10 Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)

26.1.3.1.11 Assist with lounge access if and when required.

26.1.4 Accommodation

26.1.4.1 The TMC must provide accommodation services, including but not limited to the following:

26.1.4.1.1 Obtaining three (3) quotations from 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.

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26.1.4.1.2 Planning, booking, confirming and amending accommodation with any establishment (hotel group, private hotel, guest house or bed and breakfast) must be done in accordance with the FSCA's travel policy.


Note:

- Where feasible, received quotations must be within the maximum allowable rate matrix as per the relevant cost containment measures in line with the FSCA's travel policy and instruction of the National Treasury.
- The FSCA travellers would normally stay at accommodation establishments with which the National Treasury has negotiated corporate rates (if applicable). Should there be no rate agreement in place in the destination, or should the contracted establishment be unable to accommodate the traveller, the TMC will source suitable accommodation bearing in mind the requirement of convenience for the traveller and conformation with acceptable costs, or as stipulated in written directives issued from time to time by the National treasury or the FSCA.

26.1.4.1.3 Accommodation vouchers must be issued to all the FSCA travellers for accommodation bookings and must be invoiced to the FSCA as per arrangement. Such invoices must be supported by a copy of the original hotel accommodation charges.

26.1.4.1.4 The TMC must during their report period provide proof, where applicable, that accommodation rates were booked within the maximum allowable rates as per the relevant cost containment instruction of the National Treasury.

26.1.4.1.5 The TMC must ensure that cancellation of accommodation bookings must be done promptly

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to guard against no show and late cancellation fees.

26.1.5 Car Rental and Shuttle Services

26.1.5.1 The TMC must provide car rental and shuttle services, including but not limited to the following:

26.1.5.1.1 Must book the approved category vehicle in accordance with the FSCA Travel Policy with the appointed car rental service provider from the closest rental location (airport, hotel and venue).

26.1.5.1.2 The travel consultant must advise the traveller on the best time and location for collection and return considering the traveller's specific requirements.

26.1.5.1.3 Must ensure that relevant information is shared with travellers regarding rental vehicles, like e-tolls, refuelling, keys, rental agreements, damages and accidents, etc.

26.1.5.1.4 For international travel the TMC must offer alternative ground transportation to the traveller that may include rail, buses and transfers.

26.1.5.1.5 Must book transfers (where applicable) in line with the FSCA Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.


26.1.5.1.6 Should manage shuttle companies (where applicable) on behalf of the FSCA and ensure compliance with minimum standards and also assist in negotiating better rates with relevant shuttle companies.

26.1.5.1.7 Must during their report period provide proof that negotiated rates were booked, where applicable.

26.1.6 After Hours and Emergency Services

26.1.6.1 The TMC must provide after hours and emergency services, including but not limited to the following:

26.1.6.1.1 Must provide a consultant or team of consultants to assist travellers with after-hours and emergency reservations and changes to travel plans.

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26.1.6.1.2 Must have a dedicated consultant/ consultants available to assist VIP/Executive travellers with after-hours or emergency assistance when required.

26.1.6.1.3 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.

26.1.6.1.4 Must have a call centre facility or after hours contact numbers should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.

26.1.7 Communication

26.1.7.1 The TMC must provide communication services, including but not limited to the following:

26.1.7.1.1 The TMC may be requested to conduct workshops and training sessions for Travel Bookers of the FSCA.

26.1.7.1.2 All enquiries must be investigated, and prompt feedback be provided in accordance with the Service Level Agreement.

26.1.7.1.3 The TMC must ensure sound communication with all stakeholders.

26.1.8 Financial Management


26.1.8.1 The TMC must provide financial management services, including but not limited to the following:

26.1.8.1.1 Must implement the rates negotiated by the National Treasury with travel service providers or the discounted air fares, or the maximum allowable rates established by the National Treasury where applicable.

26.1.8.1.2 Must be responsible for the management of the FSCA's account. This will include the timely receipt of invoices to be presented to the FSCA for payment within the agreed time period.

26.1.8.1.3 Must report savings on total annual travel expenditure and provide proof during monthly and quarterly reviews.

26.1.8.1.4 Must offer a 30-day bill-back account facility to the FSCA. 'Bill back', refers to the supplier sending the bill

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back to the TMC, who, in turn, invoices the FSCA for the services rendered.

26.1.8.1.5 Where prepayment are required, same will be processed by the TMC. These are occasionally required at short notice and even for same day bookings.

26.1.8.1.6 Must consolidate Travel Supplier bill-back invoices.

26.1.8.1.7 Must be responsible for the consolidation of invoices and supporting documentation to be provided to the FSCA within the agreed time period (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 credit card statement.

26.1.8.1.8 Must ensure Travel Supplier accounts are settled timeously.

26.1.9 Technology, Management Information and Reporting

26.1.9.1 The TMC must provide technology management and reporting services, including but not limited to the following:


26.1.9.1.1 Consolidate all management information related to travel expenses into a single source document with automated reporting tools.

26.1.9.1.2 Implement an Online Booking Tool to facilitate domestic bookings should be considered to optimise the services and related fees.

26.1.9.1.3 Provide accurate management information and data input.

26.1.9.1.4 Source a minimum of three (3) standard monthly reports that are in line with the National Treasury's Cost Containment Instructions reporting template requirements at no cost. The reporting templates will be provided to the successful bidders during contracting.

26.1.9.1.5 Submit accurate reports and be provided as per the FSCA's specific requirements at the agreed time. Information must be available on a transactional level that reflects details including the name of the traveller, date of travel, spend category (for example, air travel, shuttle,

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accommodation). The FSCA may request the TMC to provide additional management reports.

Note: Reports must be available in an electronic format for example Microsoft Excel, Microsoft Word, PDF (Portable Document Format), or any format as may be requested by the FSCA.


26.1.9.1.6 Provide Service Level Agreements reports on the agreed date. to include but will not be limited to the following:

26.1.9.1.6.1 **Travel**

- After hours' Report;
- Compliments and complaints;
- Consultant Productivity Report;
- Long term accommodation and car rental;
- Extension of business travel to include leisure;
- Upgrade of class of travel (air, accommodation and ground transportation).

26.1.9.1.6.2 **Bookings outside Travel Policy**

- Reconciliation of commissions/rebates or any volume driven incentives.
- Creditor's ageing report;
- Creditor's summary payments;
- Daily invoices;
- No show report;
- Cancellation report;

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- Receipt delivery report;
- Monthly Bank Settlement Plan (BSP) Report;
- Refund Log;
- Open voucher report, and
- Open Age Invoice Analysis;

Note: The TMC must implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorised parties.

26.1.10 Account Management

26.1.10.1 The TMC must provide account management services, including but not limited to the following:

26.1.10.1.1 An Account Management structure must be put in place to respond to the needs and requirements of the FSCA and act as a liaison for handling all matters with regard to delivery of services in terms of the contract.

26.1.10.1.2 Appoint a dedicated Account or Business Manager that is ultimately responsible for the management of the FSCA's account.


26.1.10.1.3 Implement a complaint handling procedure to manage and record the compliments and complaints of the TMC and other travel service providers.

26.1.10.1.4 Ensure that the FSCA's Travel Policy is enforced.

26.1.10.1.5 Manage the Service Level Agreement (SLA) and customer satisfaction surveys conducted to measure the performance of the TMC.

26.1.10.1.6 Present during reviews, comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

26.1.10.1.7 Provide cost management services.

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26.1.11 Value Added Services

26.1.11.1 The TMC must provide value added services, including but not limited to the following:

26.1.11.1.1 Destination information for regional and international destinations:

- 26.1.11.1.1.1 Health warnings;
- 26.1.11.1.1.2 Weather forecasts;
- 26.1.11.1.1.3 Places of interest;
- 26.1.11.1.1.4 Visa information;
- 26.1.11.1.1.5 Travel alerts;
- 26.1.11.1.1.6 Location of hotels and restaurants;
- 26.1.11.1.1.7 Information including the cost of public transport;
- 26.1.11.1.1.8 Rules and procedures of the airports;
- 26.1.11.1.1.9 Business etiquette specific to the country;
- 26.1.11.1.1.10 Airline baggage policy; and
- 26.1.11.1.1.11 Supplier updates.


26.1.11.1.2 Electronic voucher retrieval via web and smart phones;

26.1.11.1.3 SMS notifications for travel confirmations;

26.1.11.1.4 Travel audits;

26.1.11.1.5 Global Travel Risk Management; and

26.1.11.1.6 VIP services for Executives that include but is not limited to check-in support.

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26.1.12 Quarterly and Annual Travel Reviews

26.1.12.1 The TMC must provide quarterly and annual travel reviews services, including but not limited to the following:

26.1.12.1.1 Present quarterly reviews on all the FSCA travel activity in the previous three-month period.

Note: These reviews are comprehensive and presented to the FSCA’s Procurement and Finance teams as part of the performance management reviews based on the service levels.

26.1.12.1.2 Present annual reviews to the FSCA’s Senior Executives.

Note: The travel reviews to include but not limited to the following information:

Table2

SERVICE TYPE
Air travel-Domestic
Air Travel-Regional and International
Car Rental-Domestic
Shuttle Services-Outside Gauteng Province
Accommodation-Domestic
Accommodation-Regional and international
Transfers-Domestic
Transfers-Regional and international
Bus/Coach bookings
Train-Regional and International
Conferences/Events
After Hours
Parking
Visa

26.1.13 Office Management

26.1.13.1 The TMC must provide office management services including quarterly and annual travel reviews services, including but not limited to the following:

26.1.13.1.1 Ensuring high quality service is delivered at all times to the FSCA's travellers. The TMC is required to provide the FSCA with highly skilled and qualified human resources of the following roles but not limited to:


- 26.1.13.1.1.1 Consultants;
- 26.1.13.1.1.2 Travel Manager (Operational);
- 26.1.13.1.1.3 Finance Manager / Branch Accountant;
- 26.1.13.1.1.4 Admin BackOffice (CreditorsDebtors/Finance Processors);
- 26.1.13.1.1.5 Strategic Account Manager (per hour); and
- 26.1.13.1.1.6 System Administrator (General Admin).

27. Additional information

- 27.1 The successful bidders will be assigned work in the sole discretion of the FSCA.
- 27.2 The appointment to the FSCA's panel of travel management services does not guarantee assignment of work to any of the successful bidders.

28. Contract conditions

- 28.1 The following contract conditions are applicable to this bid:
- 28.1.1 The appointment to the FSCA's panel of travel management services will be for a period of five (5) years reckoned from the commencement date or the date of the last signing party to the contract to be executed between the parties, whichever is the earlier. The performance of the bidders appointed to the panel will be reviewed regularly and new invitations to reconstitute the panel shall be advertised every 5 years. If the appointed bidder does not agree to the terms and conditions contained in the contract, notwithstanding an award letter being issued, the FSCA shall not be obliged to engage the said bidder at all.
- 28.1.2 The appointed bidder must ensure that every person in the firm who deals with matters of the FSCA is in possession of the requisite professional qualifications and registrations to perform such work.
- 28.1.3 The successful bidder will be assigned work in the discretion of the FSCA.
- 28.2 Penalties incurred as a result of the inefficiency or fault of travel consultants will be borne by the TMC subject to the outcome of the formal dispute process.
- 28.3 Successful panelists will be required to familiarize themselves with the FSCA business process.
- 28.4 Apprise themselves of all travel requirements for destinations to which travellers will be travelling and advise the traveller of alternative options that are more convenient where necessary but also taking into account cost.
- 28.5 In the event that any conflict of interest is discovered during an assignment, the FSCA reserves the right to summarily cancel the assignment and demand that all information, documents and property of the FSCA be returned forthwith.
- 28.6 All copyright and intellectual property that may result as a consequence of the work to be performed will become the property of the FSCA.
- 28.7 The draft Master Services Agreement constitutes the terms and conditions upon which the FSCA is prepared to contractually engage the appointed bidder(s) to render the services under this bid.

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- 28.8 Bidders must accept the terms and conditions set out in the draft Master Services Agreement, alternatively propose required changes to such terms and conditions;
- 28.8.1 If the proposed changes are of such a nature that it is unacceptable to the FSCA, or could be seen to be unfair towards other bidders who accepted the terms and conditions as is, the FSCA may reject the proposed changes;
- 28.8.2 Each comment and/or amendment must be fully explained; and,
- 28.8.3 All changes and/or amendments to the draft Master Services Agreement must be in an easily identifiable colour font and tracked for ease of reference.
- 28.9 The National Treasury cost containment initiative and the FSCA's Travel Policy is establishing a basis for a cost savings culture.
- 28.10 It is the obligation of the TMC Consultant to comply with the framework of the National Treasury's cost containment instructions.
- 28.11 The TMC plays a pivotal role in providing high quality travel related services that are designed to strike a balance between effective cost management, flexibility and traveller satisfaction.
- 28.12 The TMC must have in-depth knowledge of the relevant supplier(s)' products, to be able to provide the best option and alternatives that are in accordance with the FSCA's 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.
- 28.13 Familiarisation with the current FSCA Travel Policy and implementation of controls to ensure compliance
- 28.14 The FSCA reserves the right to eliminate the bidder at any stage of an assignment should the bidder be unable to meet the set service level requirements.

29. Bid evaluation

29.1 The proposals will be evaluated as follows.

29.1.1 Evaluation Stage One: Compliance

Compliance with administrative requirements stated in the Standard Bidding Documents and the mandatory requirements as listed in paragraph 34 below. In this evaluation stage, all bidders that fail to provide the required information and documentation, will be disqualified from further evaluation.

29.1.2 Evaluation Stage Two: Functional evaluation (Desktop evaluation)

Group 1: Turnover above R35 million (Maximum of three TMCs per category)

- In this evaluation stage, all bidders are expected to obtain a minimum of 80 out of 100 points to proceed to the next evaluation stage. Failure to obtain the prescribed minimum of 80 points will be disqualified from further evaluation.

Group 2: Turnover below R35 million (Maximum of three TMCs per category)

- In this evaluation stage, all bidders are expected to obtain a minimum of 70 out of 100 points to proceed to the next evaluation stage. Failure to obtain the prescribed minimum of 70 points will be disqualified from further evaluation.

All bidders must indicate the annual turnover of the company. Only bidders who achieve a minimum of 80 (Group 1) and 70 (Group 2) points and subject to the maximum number specified, will be listed in the panel. Should there be a tie, the Preferential Procurement Regulations of 2022 will apply.

The maximum number of service providers per group that may be included in the panel will be as follows:

Group 1: Maximum of three (3) TMCs

Group 2: Maximum of three (3) TMCs

Failure to obtain the prescribed minimum points will automatically disqualify the bidder from proceeding to the next evaluation stage

29.1.3 Evaluation Stage Three: Site Inspection

At the FSCA’s discretion, a site inspection may be conducted at this stage. The FSCA will visit the selected bidders’ premises with the objective of verifying information as contained in their respective bid documents. Should it be discovered during a site inspection or presentation that the information submitted by the bidder is inconsistent with what is on their current premises of business, such bidders will be disqualified.

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30. Functional evaluation (Desktop)

30.1 The bid/proposal will be evaluated for functionality and be rated as follows:

Table 1

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
A. Transition and references	A.1. The bidder must submit a detailed transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition.	A.1.1. The bidder did not submit a transition plan	0	5	15
		A.1.2. The bidder submitted a transition plan with limited information which does not meet all the requirements.	1-3		
		A.1.3. The bidder submitted a detailed transition plan which meets and/or exceeds all the requirements.	4-5		
	A.2. The bidder must submit references letters from contactable existing/recent clients (within the past 3 years, prior to the closing	A.2.1. The bidder did not submit reference letters.	0	10	

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	date of this bid) reference letters which are of a similar size (about 700 employees) to the FSCA with whom the FSCA may contact for references. The references must include: <ul style="list-style-type: none"> • company name, • contact name, • address, • phone number, and duration of contract, • value of the contract 	A.2.2. The bidder submitted less than three (3) reference letters which meet all the requirements.	1-3		
		A.2.3. The bidder submitted three (3) or more reference letters which meet all the requirements.	4-5		
B. Reservations	B.1. The bidder must submit a sample report on how reservations/ bookings will be managed .	B.1.1. The bidder did not submit a sample report.	0	20	45
		B.1.2. The bidder submitted a sample report which meets some of the requirements.	1-3		

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	<ul style="list-style-type: none"> Describe in detail how all travel reservations/ bookings are handled e.g. hotel (accommodation); car rental; flights, etc. This must include, without limitation, an example of a detailed complex itinerary confirmation that includes air, car, hotel, passport requirement, confirmation numbers and additional proof of competency. 	<p>B.1.3. The bidder submitted a sample report which meets and or exceeds all the requirements</p>	<p>4-5</p>		

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	<p>B.2. The bidder must submit a sample report on how airline reservations will be manage.</p> <ul style="list-style-type: none"> Describe in detail the process of booking the most cost-effective and practical routing for the traveller. This will include, without limitation, the refund process and how you manage the unused non-refundable airline tickets, your ability to secure special airline services for traveller(s) including preferred seating, waitlist clearance, special meals, travellers with disabilities, etc 	B.2.1. The bidder did not submit a sample report.	0	10	
		B.2.2. The bidder submitted a sample report which meets some of the requirements.	1-3		
		B.2.3. The bidder submitted detailed information which meets and/or exceeds all the requirements.	4-5		

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	B.3. The bidder must submit a sample report on how after-hours and emergency services will be managed <ul style="list-style-type: none"> • Provide details/ Standard Operating Procedure of your after-hour support: • how it is accessed by Travellers, • where it is located, centralized/ regionalised, in-country (owned)/ outsourced etc. 	B.3.1. The bidder did not submit a sample report.	0	5	
		B.3.2. The bidder submitted a sample report which meets some of the requirements.	1-3		
		B.3.3. The bidder submitted detailed information which meets and/or exceeds all the requirements	4-5		
	B.4. The bidder must submit a report on how group bookings will be managed. Describe your capabilities for handling group bookings (e.g. for meetings, conferences, events etc.). Please specify if these bookings will be done	B.4.1. The bidder did not submit a report.	0	10	
		B.4.2. The bidder submitted a report which meets some of the requirements.	1-3		
		B.4.3. The bidder submitted a report which meets and/or exceeds all the requirements.	4-5		

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	by the TMC or outsourced.				
C. Communication	C.1. Describe how you will ensure that travel bookers are informed of the travel booking processes.	C.1.1. The bidder did not submit any information.	0	5	5
		C.1.2. The bidder submitted limited information which does not meet all the requirements.	1-3		
		C.1.3. The bidder submitted detailed information which meets and/or exceeds expectations.	4-5		
D. Financial Management (including technology)	D.1. The bidder must provide a proposed booking system e.g. Global Distribution System (GDS), Online	D.1.1. The bidder did not submit a proposed booking system.	0	10	10

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	<p>Booking Tool (OBT) or Self-Booking tool (SBT).</p> <ul style="list-style-type: none"> Describe how travel consultants' access and book web airfares i.e. non-GDS inventories (low-cost carriers/ consolidators), and hotel web rates. Describe how you will manage data and management information such as 	<p>D.1.2. The bidder submitted a booking system which does not meet all the requirements.</p>	<p>1-3</p>		

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	<p>traveller profiles, tracking of savings and missed savings, tracking of unused airline tickets, cancellation, traveller behavior, transaction level data, etc.</p> <ul style="list-style-type: none"> • Provide actual examples of standard reports that you currently have available. Give an indication if reports can be customised. • Provide a description of all technology and reporting products proposed for the FSCA. • Describe how the TMC will comply with the FSCA’s monthly reporting requirement as prescribed by National Treasury. 	<p>D.1.3. The bidder submitted a booking system which meets and/or exceeds expectations.</p>	<p>4-5</p>		
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	<p>See Monthly Reporting Template prescribed by National Treasury Instruction No 3 of 2016/17.</p> <ul style="list-style-type: none"> Describe the compatibility of your online solution to fully integrate into FSCA's ERP (the FSCA is currently deploying a SAGE ERP). Indicate the turnaround time to complete this process and a breakdown of the expected cost that will be associated with it (in case the FSCA decide to integrate). 				
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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
E. Account Management	E.1. The bidder must submit the proposed Account Management structure / organogram. <ul style="list-style-type: none"> Describe what quality control procedures/ processes you have in place to ensure that your clients receive consistent quality service. Describe how queries, requests, changes and cancellations will be handled. What is your mitigation and issue resolution process? Provide a 	E.1.1. The bidder did not submit account Management structure / organogram.	0	10	10
		E.1.2. The bidder submitted account Management structure / organogram which does not meet all the requirements.	1-3		

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	<p>detailed response indicating</p> <ul style="list-style-type: none"> performance standards with respect to resolving service issues. Complaint handling procedure must be submitted. Measures in place to ensure that the Travel Policy is enforced. Indicate what workshops/training will be provided to Travellers and /or Travel Bookers. 	E.1.3. The bidder submitted account Management structure / organogram which meets and/or exceeds expectations.	4-5		
F. Value added services	F.1. The bidder must submit detailed information on any value-added services the company offers, how it is delivered and how it will benefit the Traveller.	F.1.1. The bidder did not submit value-added services.	0	5	5
		F.1.2. The bidder submitted limited information which does not meet all the requirements.	1-3		

APPOINTMENT OF A PANEL FOR PROVISION OF TRAVEL MANAGEMENT SERVICES

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
		F.1.3. The bidder submitted detailed information which meets and/or exceeds expectations.	4-5		
G. Cost management	G.1. The bidder must provide a detailed strategic cost savings plan for the contract duration. What items are targeted for maximum cost savings results?	G.1.1. The bidder did not submit strategic cost savings plan	0	5	5
		G.1.2. The bidder submitted strategic cost savings plan which does not meet all the requirements.	1-3		
		G.1.3. The bidder submitted strategic cost savings plan which meets and/or exceeds all the requirements.	4-5		
	G.2. The bidder must submit a sample report on how it will assist the FSCA to realise cost savings on annual travel spend.	G.2.1. The bidder did not submit a sample report.	0	5	5
		G.2.2. The bidder submitted a sample report which does not meet all the requirements.	1-3		
		G.2.3. The bidder submitted a sample report which meets and/or exceeds all expectations.	4-5		
				TOTAL	100

31. Preference point system

31.1 General conditions

31.1.1 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)

31.1.2 The applicable preference point system for this tender is the **80/20** preference point system.

31.2 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.

31.3 The maximum points for this tender are allocated as follows:

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

31.4 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.

31.5 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.


32. Formulae for Procurement of Goods and Services

32.1 Points Awarded for Price

32.1.1 The 80/20 Preference Point Systems

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

80/20

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

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

33. POINTS AWARDED FOR SPECIFIC GOALS

33.1 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.


33.2 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 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 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 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 the 80/20 preference point system.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by 51% or more black people	10	
Women ownership of 51% or more of the enterprise shareholding.	10	
Note: In the event that the bidder is claiming specific goals, the FSCA will allocate points claimed, provided that proof of evidence such as valid BBBEE Certificates/sworn affidavits, CIPC etc. is attached. Failure to submit the acceptable verifiable proof will result in an allocation of 0 points.		

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

34. Standard bidding documents

34.1 The following compulsory additional information are required. Failure to complete, and supply any of these documents might lead to disqualification from this bid:

Table 2

Invitation to bid	SBD 1
Pricing Schedule	SBD 3.3
Bidder's Disclosure	SBD 4
Preference Points Claim Form for Preferential Procurement Regulations 2022 Should a bidder not complete and sign the SBD6.1, the bidder will be allocated 0.00 points for specific goals	SBD 6.1

35. Timeline of the bid process


35.1 The period of validity of the bid and the withdrawal of offers, after the closing date and time are 120 days, expiring on 30 October 2026. The project timeframes of this bid are set out below:

Table 3


STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
1.	Advertisement of bid on Government e-tender portal / print media / Tender Bulletin	29 May 2026
2.	Non-compulsory briefing session	11 June 2026
3.	Questions relating to bid from bidder(s)	18 June 2026
4.	Bid closing date	07 July 2026
5.	Compliance: Bid Evaluation Committee	18 July 2026
6.	Functional Evaluation: (Desktop evaluation)	22 July 2026
7.	Preference Point System: Bid Evaluation Committee	29 July 2026
8.	Bid Award: Bid Adjudication Committee	29 July 2026
9.	Notification of the outcome to the bidders	14 August 2026

35.2 All dates and times in this bid are South African Standard Time.

35.3 Any time or date in this bid is subject to change at the FSCA's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the FSCA to take any action or create any right in any way for any bidder

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to demand that any action be taken on the date established. The bidder accepts that, if the FSCA extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

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E. ANNEXES

36. Annexure A: Pricing Schedule/Model

36.1 The pricing schedule is annexed and can be accessed through the following link:

[https://www.fsca.co.za/api/cr3ad_shareddocumentses\(d9ac629d-805a-f111-bec7-7c1e5277e2e0\)/cr3ad_document/\\$value](https://www.fsca.co.za/api/cr3ad_shareddocumentses(d9ac629d-805a-f111-bec7-7c1e5277e2e0)/cr3ad_document/$value)

36.2 This spreadsheet contains the financial response templates for the bid. Failure to complete and attach the completed schedules will result in your bid being regarded as non-responsive

36.3 The FSCA requires bidders to propose their pricing based on a transactional fee model as follows:


36.3.1 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.

36.3.2 The Bidder must indicate the estimated percentage split between Traditional booking and On-line bookings

36.3.3 The appointment to the FSCA's Panel of Travel Management Services will be for a fixed period of five (5) years from the commencement date, subject to regular performance review

36.3.4 Costs for services required by the FSCA will be requested during the RFQ process where shortlisted bidders on the panel will be competing for each assignment based on the scope of work. The detailed plan submitted by the service provider for any assigned project must include timelines, budgets, and resource allocation.

36.4 The FSCA will appoint a panel of six (6) travel management services providers with three (3) being from Group 1 and three (3) being from Group 2.

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37. Annexure B (Select relevant category)


37.1 Bidders must indicate the relevant group as follows:

Targeted categories	(To be ticked by the tenderer)	
Group 1		
Bidders with the annual turnover below R35 million	YES (...)	NO (...)
<p>Note: In the event that the bidder is qualified, the FSCA will allocate bidder in the, provided that proof of evidence such as valid BBBEE Certificates/sworn affidavits, CIPC etc. is attached. (Category 1)</p>		

<p>Bidders with annual turnover above R35 million must indicate with an X (Yes) or (No) and attach any proof of annual turnover. The FSCA reserves a right to verify proof submitted with the relevant stakeholders.</p>		
Group 2		
Bidders with annual turnover above R35 million	YES (...)	NO (...)

F. STANDARD BIDDING DOCUMENTS**Standard Bidding Document (SBD 1)****PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL SECTOR CONDUCT AUTHORITY					
BID NUMBER:	FSCA2026/27-T004	CLOSING DATE:	07 July 2026	CLOSING TIME:	11H00
DESCRIPTION	[APPOINTMENT OF A PANEL FOR PROVISIONS OF EVENT MANAGEMENT SERVICE PROVIDERS]				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Riverwalk Office Park, Block B					
41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)					
Ashlea Gardens, Extension 6, Menlo Park					
Pretoria, South Africa, 0081					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO					
DEPARTMENT	Supply Chain Management Department				
FACSIMILE NUMBER	Not applicable				
E-MAIL ADDRESS	tenders@fsc.co.za				
TELEPHONE NUMBER	012 367 7847				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					

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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] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
--	--	---	---

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**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, 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).**

2. TAX COMPLIANCE REQUIREMENTS


- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING 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:

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Standard Bidding Document (SBD 3.3)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:.....	BID NO.: FSCA2026/27-T004
CLOSING TIME 11:00	CLOSING DATE: 07 July 2026

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
		R.....

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE DAILY RATE
.....	R-----
.....	R-----
.....	R-----
.....	R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R-----	---- days
.....	R-----	---- days
.....	R-----	---- days
.....	R-----	---- days

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

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

5.2 Other expenses, for example accommodation (specify, e.g. three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

- 6. Period required for commencement with project after acceptance of bid
.....
- 7. Estimated man-days for completion of project
.....
- 8. Are the rates quoted firm for the full period of contract? *YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –
Supply Chain Management Unit
Email address: tenders@fsc.co.za

Standard Bidding Document (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 institution	State

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

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**

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.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any

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

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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

STANDARD BIDDING DOCUMENT 6.1

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

This preference form must form part of all the 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 applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for price and specific Goals.

1.3 The maximum points for this tender are allocated as follows:


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

1.4 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.

1.5 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;

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- (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 PREFERENCE POINT SYSTEMS

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

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

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

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—
- (c) 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
- (d) 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.

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

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 (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women ownership of 51% or more of the enterprise shareholding.	10	
Enterprises owned by 51% or more black people	10	
<p>Note: In the event that the bidder is claiming specific goals, the FSCA will allocate points claimed, provided that proof of evidence such as valid BBEE Certificates/sworn affidavits, CIPC etc. is attached. Failure to submit the acceptable verifiable proof will result in an allocation of 0 points.</p>		

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:

G. ADMINISTRATIVE CHECKLIST

Hereunder is a checklist to ensure that the bid document is complete in terms of administrative compliance. Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document.

ITEM	DOCUMENT REFERENCE		ACTION TO BE TAKEN	YES/NO
1.	SBD 1	Invitation to bid	Is the form duly competed and signed?	
2.	SBD 3.3	Pricing Schedule	Is the form duly competed and signed?	
3.	SBD 4	Declaration of Interest	Is the form duly competed and signed?	
4.	SBD 6.1	Preference Points Claim Form for Preferential Procurement Regulations 2022	Is the form duly competed, Specific goals points claimed, and form signed?	
5.	Tender submission		<i>Two (2) printed copies. (One (1) original and One (1) copy of original) submitted?</i>	
			One (1) electronic copy submitted?	

I, the undersigned (name)
certify that the information furnished on this checklist is true and correct.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder