



INVITATION TO SUBMIT A PROPOSAL FOR REQUIREMENTS FOR THE SOUTH AFRICAN BUREAU OF STANDARDS (SABS)

RFP NUMBER: 201880

DESCRIPTION: APPOINTMENT OF A PANEL OF TRAVEL MANAGEMENT AGENCIES/COMPANIES TO PROVIDE TRAVEL MANAGEMENT SERVICES TO THE SABS FOR A PERIOD OF THREE (3) YEARS

COMPULSORY BRIEFING SESSION:

DATE: 27 January 2026 (Ms Teams)

TIME: 10:00am

CLOSING DATE: 09 FEBRUARY 2026

CLOSING TIME: 11:00am

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**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED)**

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	(CODE)		(NUMBER)	
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?		YES or NO
HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED?		YES OR NO
<p>IF SO, please indicate the agency that issued the certification.....</p> <p>AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) <input type="checkbox"/></p> <p>A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) <input type="checkbox"/></p> <p>A REGISTERED AUDITOR <input type="checkbox"/></p> <p>[TICK APPLICABLE BOX]</p>		

NAME OF AUTHORISED PERSON	
SIGNATURE OF BIDDER	
CAPACITY UNDER WHICH THIS BID IS SIGNED	
DATE	

1. Intent

The South African Bureau of Standards (SABS) invites experienced and reputable bidders/service providers to submit proposals for the provision of Travel Management services for a period of three (3) years.

2. Confidentiality

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the Request for Proposal (RFP) process are to be covered by the non-disclosure agreement signed between the SABS and the Bidder.

3. Procedural compliance

3.1 Intent to respond

An interested Bidder is required to advise the SABS of its intention to submit a proposal by completing and returning the “Intention to Respond” form (Appendix D) no later than **09 February 2026**. Should a party decide not to respond to this RFP, you are requested to continue to treat the information as confidential in perpetuity.

3.2 Responsibility for costs

Under no circumstances shall the SABS accept any responsibility whatsoever for any of the Bidder’s costs associated with the preparation and/or submission of its Bid/Proposal, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

3.3 Amendments to the RFP

Amendments to this document shall only be effective if agreed by the SABS and confirmed in a written addendum to the RFP. The SABS reserves the right to modify the scope of this document at any time prior to and after the award of the tender.

3.4 Delivery of proposals or bids

The Bidder is responsible for ensuring that the Bid/Proposal is submitted and delivered on time to tenders.elvis@sabs.co.za . The SABS undertakes that the Bids/Proposals shall be stored in a secure place, opened at the same time and not before the deadline for submission.

Note: The above email address should only be used for submission of proposals. No clarity seeking questions should be sent to this email address. (see 4.2 below)

3.5 No obligation to proceed

The SABS reserves the right to discontinue the RFP process at any time prior to the formation of the envisaged agreement and will give written reasons for the cancellation upon written request to do so. The SABS, its subsidiaries, shareholders, advisors, directors, employees, representatives including the SABS Representative shall not be liable for any losses, claims or damages of whatsoever nature or howsoever arising that may be sustained by a Bidder or any other person as a result of its participation or any amendment, termination or suspension of the process set out in this RFP or its exclusion from participating in the tender process at any point. It is an express term that SABS shall in no way be liable for any indirect/consequential damages, loss of profits, etc. suffered by the Bidder during the RFP process, award, negotiating and/or contracting phase.

After any cancellation of the tender process or the rejection of all tenders due to non-compliance with the thresholds, SABS may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

3.6 No contract

Bidders shall note that this RFP does not commit the SABS to any course of action resulting from the receipt of Bids/Proposals and the SABS may, at its discretion, reject any Bid/Proposal that does not conform to instructions and specifications that are contained herein or select a Bidder based upon its own unique set of criteria. SABS also reserves the right not to select a Bidder/award the tender. The SABS does not become bound by any obligations prior to the signature, by both parties, of an agreement - to be negotiated, resulting from a successful bid.

Nothing in this document shall be construed as a contract between the parties and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFP.

SABS shall not be liable for any fees incurred due to any work done/services performed by the Bidder prior to signature, by both parties, of an agreement resulting from a successful bid.

3.7 Validity of proposals

The proposal shall remain valid for a period of one hundred and twenty (120) days from the submission date, where after such proposal expires. SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their proposals, prior to expiry thereof. Such request, if any, shall be in writing. The Bidder is not obliged to extend the validity period.

3.8 Intellectual Property

The Bidder undertakes that the SABS retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.

4. General Instructions

4.1 Assumptions

The SABS has endeavoured to provide sufficient guidance to inform Bidders' Bids/Proposals. However, it may be necessary to make some assumptions. Where assumptions have been made these must be documented in the Bid/Proposal. The SABS accepts no responsibility for assumptions made by the Bidder.

4.2 Requests for clarification/additional information

Requests for additional information, questions or issues fundamental to the quality or clarity of the response should be submitted using the 'Request for Proposal Enquiry' (Appendix N). Additional information will be provided at the discretion of the SABS. The SABS also reserves the right to provide the same information to all other interested Bidders.

4.3 Contact information

All enquiries regarding this RFP must be e-mailed to elvis.lebepe@sabs.co.za . Bidders must not contact any other SABS personnel regarding this RFP as this may lead to disqualification of the bid. Also note that any canvassing by Bidders regarding this RFP will result in disqualification.

4.4 Timescale

The proposed timescales for the RFP process are indicated below.

Item	Milestone	Date
1	Date of RFP advertisement	20 January 2026
2	Briefing session https://teams.microsoft.com/meet/36125839008727?p=Yf2x9fFEvSqpC0r47i	27 January 2026 10:00 am
5	Final Date for Bidders to submit consolidated requests for clarification (Questions) Questions to be sent to elvis.lebepe@sabs.co.za	30 January 2026
6	SABS clarification. (No further clarification after this date)	03 February 2026
5	Appendix C, Non-disclosure Agreement /Confidentiality Undertaking signed and submitted	09 February 2026
6	Appendix B, Intention to respond released and submitted	09 February 2026
7	Proposal Submission Date Proposals to be sent to tenders.elvis@sabs.co.za	09 February 2026 11:00am

4.5 Management summary

This section should be submitted as a separate document. The information to be provided in the Management Summary shall include but not be limited to the following items.

- Company profile
- Completed 'Statement of compliance'
(Appendix K)

4.6 Presentations

The SABS reserves the right to invite bidders to make presentation for clarification.

4.7 Clarification and inspections

The SABS may request clarification in writing on specific tender aspects to obtain a better understanding of the received bid/s. This may also include possible inspections of the recommended Bidder's premises at an agreed upon date and time.

4.8 Submitting a response

4.8.1 Due date

- Proposals/ Bids are to be submitted by closing date and time as stipulated on page 1.
- Proposals/ Bids must be submitted electronically to tenders.elvis@sabs.co.za indicating the tender reference number and description on the subject. **Maximum size 14MB.**
- Proposals/ Bids must be submitted on **PDF Files** (compressed zipped folder if necessary).
- Proposals/Bids submitted **via a link and/or “we transfer” will not be accepted.**
- The responsibility for on-time submission rests entirely with the Bidders.
- **Late submissions will NOT be accepted.**
- **The above email address should only be used for submission of proposals. No clarity seeking questions should be sent to this email address.**

4.8.2 Proposal format

Each proposal shall include a detailed description of the Bidder's capabilities with regard to the requirements set out in **Appendix A and section 5.3 Technical Evaluation**.

4.8.3 Central Supplier Database (CSD) Registration

Service providers and suppliers who wish to render services to SABS will no longer register at SABS directly. Suppliers will have to register on National Treasury Central Supplier Database (CSD) as per National Treasury Circular No 3 of 2015/6 – Central Supplier Database; National Treasury will maintain the database for all suppliers for Government and its institutions; and All existing and prospective suppliers are requested to register on the CSD by accessing the National Treasury website at www.CSD.gov.za.

5. Evaluation

5.1 Returnable documents

Bidders must provide the following administrative compliance documents.

[TICK APPLICABLE BOX]

NO	APPENDIX	TICK
1	Appendix A Scope of Work	
2	Appendix B Quote/Pricing	
3	Appendix C Company Experience	
4	Appendix D Intention to Respond	
5	Appendix E SBD 4 Bidder's Disclosure	
6	Appendix F Signed Non-disclosure agreement	
7	Appendix G SBD 6.1 Preference points claim form in terms of the Preferential Procurement Regulation 2022	
8	Appendix H CSD Report / Proof of banking details for international suppliers	
9	Appendix I BBBEE/ Sworn affidavit (cspecific goals)	
10	Appendix J Management Summary	
11	Appendix K Statement of Compliance	
12	Appendix L Signed SABS Terms and Conditions	
13	Appendix M Page 2 of the RFP Document	
14	Appendix N Audited Financial Statements	
15	Appendix O Request for Proposal Enquiry	

5.2 Disqualifying criteria is as follows:

- Bidders who do not meet all the requirements as specified on the RFP document scope of work will not be evaluated any further.
- Bidders whose solution is encumbered by any Intellectual Property rights, whether registered and / or unregistered, including but not limited to Copyrights, Patents, Know-How, Registered Designs, Trademarks, Trade Secrets and the like, will not be considered for award of the bid.
- Bidders who make misrepresentation on the above 2 points or any other material fact.

5.3 Tender Evaluation Process

Stage 1: Functionality Evaluation

Bids will be evaluated in terms of the Preferential Procurement Policy Framework Act No. 5 of 2022 where the 80/20 preference points system will be used.

Bids will be evaluated in terms of Functionality based on the following criteria:

no.	Selection Criteria	sub weight	Weight
	Functionality will be measured on a scale of 1-5, Poor:1, Average:2, Good :3, Very Good:4 Excellent:5		
1	Registration with Travel Management Bodies/Associations		
	Bidders must provide valid proof of registration or membership with ASATA and/or ISATA		
	Membership with ASATA or ISATA	1	
	Membership with ASATA and ISATA	3	
2	Company experience in the industry		
	1.1 Domestic & Regional Travel		
	Bidder must provide at least Five (5) contactable reference letters on the clients' letterhead where travel management services were rendered. The reference letters must not be older than three (3) years and should include the clients' name; Service provided, contact person and contact details.		
	No relevant reference	0	
	1 relevant reference and	1	
	2 relevant references	2	
	3 relevant references	3	
	4 relevant references	4	
	>5 relevant references	5	
	1.2 International Travel		
	Bidder must provide at least three (5) contactable reference letters on the clients' letterhead where travel management services were rendered. The reference letters must not be older than three (3) years and should include the clients' name; Service provided, contact person and contact details.		
	1 relevant reference	1	
	2 relevant references	2	
	3 relevant references	3	
	4 relevant references	4	

	>5 relevant references	5
2	Experience of Resource (Key Account Manager)	
	Bidder must provide a Curriculum Vitae (CV) of the Key Account Manager to be assigned to the SABS clearly indicating relevant experience in the sector (Travel Management).	15%
	1 to 2 years' experience	1
	3 to 4 years' experience	2
	5 to 6 years' experience	3
	6 to 7 years' experience	4
	> 8 years' experience	5
3	Service Capability	
3.1	Manage all reservations/ bookings	
	Bidders must provide a process flow describing how all travel reservations/ bookings are handled for hotel (accommodation); car rental; flights, visa application and refund for cancellation/changes.	15%
	No process flow provided	1
	Provided a process flow with some elements not included (e.g accommodation, car rental, flights, visa application or refunds/cancellations)	3
	Provided a robust process flow with all the elements included (e.g accommodation, car rental, flights, visa application or refunds/cancellations)	5
3.2	Manage group bookings	
	Through a process flow describe your capabilities for handling group bookings (e.g. for meetings, conferences, events etc.). Please specify if these bookings would be done by the TMC or outsourced	
	No process flow provided	1
	Provided a process flow with some elements not included (e.g meetings, conference, events etc)	3
	Provided a robust process flow with all the elements included (e.g meetings, conference, events etc)	5
3.3	After-hours and emergency services	
	The bidder must have capacity to provide reliable and consistent after hours and emergency support to traveler(s). Please provide details/ Standard Operating Procedure (SOP) of your after-hour support indicating	20%
	i) how Traveler can access the services	
	ii) Where it is located, centralized/ regionalized, in-country (owned)/ outsourced	
	iii) is it available 24/7/365	
	No details/standard operating procedure provided	1
	Provided details/standard operating procedure, however, do not meet all the three (3) requirements	3
	Provided details/standard operating procedure that meet all the three requirements	5
Minimum threshold is 75%		

Stage 2. Preference Point System (Price and Specific Goals)

Bids will be evaluated in terms of the Preferential Procurement Regulations of 2022, where the 80/20 preference points system (price and specific goals) will be used.

6. Feedback on Proposals

Once the recommendation to the Tender Committee has been approved, the successful and unsuccessful bidder(s) will be notified in writing.

Successful bidder/s will be issued with a notification letter. Such notification does not constitute an agreement. The award is wholly subject to the successful Bidder entering into a duly signed contract with SABS.

7. Contracting

Successful bidder(s) will be required to enter a contract with the SABS. A formal Agreement will be signed with the successful bidder and SABS further reserves the right to amend, alter or delete clauses relating to, but not limited to insurance, indemnity, undertaking, guarantees, Intellectual Property, service levels and / or tax compliance.

SABS shall not be liable for any costs expended by the bidder prior to any formal agreement being signed. **It is therefore imperative that NO SERVICES are rendered prior to the formal agreement becoming effective.**

APPENDIX A- SCOPE OF WORK

The scope of the service document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidders required by SABS for the provision of travel management services associated services to SABS.

- Provide SABS with the travel management services that are consistent and reliable, and will maintain a high level of Traveler satisfaction in line with service levels.
- Achieve significant cost savings for SABS without any degradation in the services.
- Appropriately contain SABS risk and Traveler' risk.
- The scope of these services will include, but not limited to sourcing quotations and making booking arrangements for:

Domestic /Regional travel bookings	International travel bookings
i. Accommodation	i. Visa applications
ii. Air travel	ii. Travel insurance
iii. Shuttle service	iii. Air travel
iv. Car rental	iv. Airport transfers
v. Venue for Conference/events hire (Group bookings)	v. Accommodation
vi. Parking facilities at the airport when required	vi. Assist with the arrangement of foreign currency where required
vii. Excess Luggage	vii. Excess Luggage

SERVICE REQUIREMENTS

The successful bidders will be required to provide travel management services. Deliverables under this section include, without limitation, the following:

- The appointed panel will make travel arrangements on behalf of the SABS in line with SABS Travel Management Policy
- The services will be required during normal business hours (Monday to Friday 08h00 to 17h00). In exceptional cases, services may be required after-hours, public holidays, weekends and during emergencies.
- The TMC' will be required to familiarize themselves with current SABS travel business processes and travel policy from time to time and implementation of controls to ensure compliance. Provide a facility for SABS to update their Travelers' profiles.
- Manage the third-party service providers by addressing service failures and complaints against these
- service providers. Consolidate all invoices from service providers. Must timeously submit proof that service has been satisfactorily delivered (invoices) as per SABS instructions.
- The successful bidders will enter into a Service Level Agreement (SLA) with the SABS in terms of the turnaround of the services, such as requests for quotation, booking confirmation, request for amendment and response time for urgent and emergency travel, as well as after hours.
- Provides Executives services that include, but not limited to, check-in support, lounge access etc.
- It is the responsibility of the TMC Consultant/s to always advise on the most cost-effective

option.

- 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 Traveler satisfaction.
- The TMC should 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 SABS Travel Policy to ensure that the Traveler reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.
- The TMC must ensure high-quality service is delivered at all times according to the SABS Travelers' request. The TMC is required to provide SABS with highly skilled and qualified human resources.

THE BOOKING PROCESS AND RESERVATIONS

The TMC will:

- Receive the travel requests from SABS and respond with quotations (confirmations) and availability. Obtain a minimum of three (3) or more price comparisons for all travel requests where the routing or destination permits. Where there are negotiated or discounted fares e.g. conferences, off-peak seasons and assist the SABS to achieve cost savings. For the non-commissionable, where commissions are earned for SABS bookings, all these commissions should be returned to SABS on a monthly basis.
- The SABS reserves the right to obtain alternative Quotations should the proposed offer be significantly high and not market related. The TMC will be expected to process such quotations.
- Upon receipt of the relevant approval, the travel service provider will issue the required tickets and vouchers immediately and send them to the SABS electronically or the agreed communication medium.
- Apprise themselves of all travel requirements for destinations to which Travelers will be travelling and advise the Traveler of alternative plans that are more cost-effective and more convenient where necessary.
- Always endeavor to make the most cost-effective travel arrangements based on the request from SABS.
- 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 Traveler's official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.
- Respond and process all queries, requests, changes and cancellations timeously and accurately.
- Issue all the necessary travel documents, itineraries and vouchers timeously to Travelers prior to departure dates.
- Facilitate bookings timeously through the online booking system.
- Ensure confidentiality in respect of all travel arrangements and concerning all persons requested by SABS.

AIR TRAVEL

- The TMC must be able to book full-service carriers (FSC) as well as low-cost carriers.
- The TMC will book the most cost-effective airfares possible for domestic, regional and international travel.
- For international flights, TMC should source airlines which provide the most cost-effective and practical routings must be used.
- The TMC should obtain three or more price quotations where applicable to present the most cost-effective and practical routing to the Traveler.
- The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the Traveler (if applicable).
- Airline tickets must be delivered electronically to the Traveler(s) promptly after booking.
- The TMC will also assist with the booking of charters for Executive 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 SABS 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.
- The TMC must ensure that Travelers are always informed of any travel news regarding airlines (e.g. baggage policies, checking-in arrangements, etc.).

ACCOMMODATION

- The TMC will obtain three price quotations from accommodation establishments that provide the best available rate and that are located as close as possible to the venue, office, location or destination of the Traveler.
- This includes planning, booking, confirming, and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with SABS's travel policy.
- The TMC will source suitable accommodation bearing in mind the requirement of convenience for the Traveler and conformity with acceptable costs, as stipulated in written directives issued from time to time by the SABS.
- Accommodation vouchers must be issued to all SABS Travelers for accommodation bookings and must be invoiced to SABS monthly or at the end of each travel. Such invoices must be supported by a copy of the original hotel accommodation charges.
- The TMC must ensure that cancellation of accommodation bookings is done promptly to guard against no-show and late cancellation fees.

CAR RENTAL AND SHUTTLE SERVICES

- The TMC will book the approved category vehicle in accordance with the SABS Travel Policy with the appointed car rental service provider from the closest rental location (airport, hotel or venue).
- The travel consultant should advise the Traveler on the best time and location for collection and return, considering the Traveler's specific requirements.
- The TMC must ensure that relevant information is shared with Travelers regarding rental vehicles such as e-tolls, re-fueling, keys, rental arrangements, damages and accidents, etc.
- For international travel, the TMC may offer alternative ground transportation to the Traveler that may include rail, buses and transfers.
- The TMC will book transfers in line with the SABS Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.
- The TMC should manage shuttle services companies (Where applicable) on behalf of the SABS and ensure compliance with minimum standards. The TMC should also assist in negotiating better rates with relevant shuttle service companies.
- The TMC must ensure that cancellation of car rental bookings is done promptly to guard against no-show and late cancellation fees.
- The TMC must ensure at all times that the car rented by the SABS officials is comprehensively insured.

AFTER HOURS AND EMERGENCY SERVICES

- The TMC must provide a consultant or team of consultants to assist Travelers with after-hours and emergency reservations and changes to travel plans. A dedicated consultant must be available to assist Travelers with after-hours or emergency assistance when required.
- After-hours services must be provided from Monday to Friday outside the official hours (17h00 to 08h00) and twenty-four (24) hours on weekends and Public Holidays.
- The TMC must have a standard operating procedure for managing after-hours and emergency

services.

FINANCIAL MANAGEMENT

- The TMC will be responsible for managing the service provider's accounts. This will include the timely receipt of invoices to be presented to SABS for payment within the agreed time period.
- The TMC must enable savings on total annual travel expenditure, and this must be reported and proof provided during monthly and quarterly reviews.
- The TMC will be required to offer a 30-day bill-back account facility to SABS should a lodge card not be offered.
- Where pre-payments are required for smaller Bed & Breakfast /Guest House facilities, these will be processed by the TMC. These are occasionally required at short notice and even for same-day bookings.
- The TMC must consolidate Travel Supplier bill-back invoices.
- The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to SABS's finance department within the agreed time period (e.g. weekly). This should include other supporting documentation to the invoices reflected on the service provider's bill-back report or credit card statement.
- Ensure Supplier travel accounts are settled timeously.
- Provides financial information monthly, which includes but not limited to: invoice age analysis, open voucher report, invoices, reconciliation of commissions/rebates or any volume driven incentives, etc.

COMPREHENSIVE REPORTING

- The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.
- The implementation of an Online Booking Tool to facilitate domestic bookings should be considered to optimise the services and related fees.
- All management information and data input must be accurate.
- Reports must be accurate and be provided as per SABS's specific requirements at the agreed time. Information must be available on a transactional level that reflects details including the name of the Traveler, date of travel, and spend category (example, air travel, shuttle, accommodation).
- The SABS may request the TMC to provide additional management reports.
- Reports must be available in an electronic format.
- Provide monthly and quarterly reports and, as and when required, information such as compliments and complaints, service usage reports, after-hours reports, etc.
- Provide Value Added Services for Travelers, which include *inter alia*:
- Destination information for regional and international destinations:
 - Health warnings
 - Weather forecasts
 - Places of interest
 - Visa information
 - Travel alerts
 - Location of hotels and restaurants
 - Information, including the cost of public transport.
 - Rules and procedures of the airports.
 - Business etiquette specific to the country.
 - Airline baggage policy.
 - Supplier updates.
 - Travel audits.
 - Global Travel Risk Management.

PENALTIES

- If the TMC fails to deliver the services in line with the agreed timelines, the SABS reserves the right to deduct a penalty amount from the next invoice, irrespective of the service to which the penalty applies. No penalty will be imposed against the bidder in instances where agreed timelines are not met for reasons that fall outside the bidder's scope or due to an external factor(s) not in control of the TMC.
- Cancellations incurred due to the inefficiency or fault of a travel Consultant will be for the TMC's account, subject to the outcome of a formal dispute process.
- The penalties shall be calculated at the rate of 5% (five per cent) of the total fees in relation to the specific services which are delayed or not in accordance with the service standards. The penalty shall be deducted from the total fee payable to the service provider. Any deduction made from the fees ordinarily payable to the service provider shall not be a valid ground for the Service Provider to terminate this Agreement. In the event of advance payment of fees, the Service Provider shall pay the penalty imposed within 15 (fifteen) Business Days of demand by the SABS.

Appendix B – Quote/Pricing

Appendix C

Company Experience

NB:

- *Table below must be filled in to support/substantiate the reference letters under the functionality evaluation criteria and must be returned to SABS as part of the proposal.*

Client name	Description of service	Indicate the area of speciality/practice rendered to client	Contact person	Telephone number	Email address

Note to Bidder: Even if this part is completed the bidder is still required to submit the actual reference letters.

Bidder name: _____

Authorized signatory: _____

Date: _____

Appendix D

Intention to respond to the Request for Proposal

We hereby accept / decline your Request for Proposal.

Company: _____

Company Representative: _____

Position/Title: _____

Signature: _____

Please state a brief reason for declining this Request for Proposal _____

Appendix E

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read, and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

3.5 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 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 2022/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

Appendix F
NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made BETWEEN

The South African Bureau of Standards (SABS), an organisation established in terms of section 2 of the Standards Act (29 of 1993), whose registered office is at 1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.

AND _____ ("the Bidder"),
Registration Number: _____ whose registered office is at

(Hereinafter referred to as the "parties")

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Bidder has received, or may receive in future, information relating to 201880 for the South African Bureau of Standards and other related information hereinafter referred to as "Confidential Information". "Confidential information" shall include, but not be limited to any information disclosed by the SABS and / or any of its their affiliates, employees, agents, representatives, subcontractors and consultants to the Bidder, its employees, agents, representatives and consultants, whether orally, in writing, by graphic, pictorial or electronic format, which information includes but is not restricted to Business information, including know how, commercial and technical aspects of products, processes and services; status and capabilities of the SABS' business; The SABS or its subcontractors' marketing and planning programs, products specifications, Service specifications, plans, drawings, test results and findings; financial, operational and technical data; and particular types of technologies and inventions, that already currently exist or that the SABS wishes to be developed, which could be subject to intellectual property rights, whether registered and/or unregistered.

Therefore, the parties wish to agree as follows:

1. The Bidder undertakes to keep strictly secret and confidential all confidential information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Bidder's obligation to the South African Bureau of Standards).
2. The Bidder undertakes to not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.
3. This agreement applies to information whether or not such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which: -
 - (a) the Bidder can show had been lawfully received by it prior to disclosure under this agreement.
 - (b) is in the public domain or becomes so otherwise than through breach of this agreement;

(c) was disclosed to the Bidder by a third party who was under no obligation of confidence in respect thereof;

5. The Bidder further undertakes that the South African Bureau of Standards retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.

6. The Bidder acknowledges that the confidentiality obligations extend from signature of this agreement and survive the termination of the tender process, whether the Bidder is successful or not.

IN WITNESS WHEREOF the parties hereto have executed this agreement in duplicate.

Signed at..... on this..... day of2026

On behalf of the South African Bureau of Standards (signature) Lekgolo
Lebepe (Supply Chain Management)

Witness 1. Witness 2.

Signed at..... on this..... day of2026

Signed on behalf of the Bidder, duly authorised thereto..... (signature)

..... (name) (title)

Witness 1. Witness 2.

To: tenders.elvis@sabs.co.za

Appendix G

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

Ps = Points scored for price of tender under consideration

Pt = 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:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt}{Pmax} - \frac{Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt}{Pmax} - \frac{Pmax}{Pmax} \right)$$

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.)

Specific Goal	The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
	100% black ownership		10		
	75% - 99% black ownership		8		

Persons historically disadvantaged on the basis of race	60% - 74.99% black ownership	6		
	51% - 59.99% black ownership	4		
	1% - 50.99% black ownership	2		
	0% black ownership	0		
Persons historically disadvantaged on the basis of gender	100% black women ownership	6		
	51% - 99% black women ownership	4		
	1% - 50.99% black women ownership	2		
	0% black women ownership	0		
Persons historically disadvantaged on the basis of disability	100% owned by persons living with disabilities	4		
	51% - 99% owned by persons living with disabilities	2		
	0% - 50.99% owned by persons living with disabilities	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:

**Appendix H
CSD REPORT**

**Appendix I –
BBBEE Certificate/Sworn Affidavit**

Appendix J
Management Summary

Appendix K

Statement of Compliance to the Request for Proposal

Company Name: _____

Proposed Service: _____

It is hereby confirmed that the proposal response to the SABS' RFP is fully compliant with all points with the exception of the specific issues outlined below:

Signed: _____ (Authorised Signatory)

Name: _____

Position: _____

Date: _____

Appendix L

SABS STANDARD TERMS AND CONDITIONS

Bidders must sign the terms and condition to indicate acceptance thereof. Should the bidder have a variation/s, these must be submitted as Annexure F1 indicating the clause number, the rational for not accepting that specific clause and provide an alternative clause.

https://www.sabs.co.za/media/supply_chain_management/SABS_STANDARD_TERMS_AND_CONDITIONS_FOR PROCUREMENT_OF_GOODS_AND_SERVICES.pdf?v=UnWWq4leGPczx7z0fcpA8PsJINUMTSesXLj9SxHDDo

Appendix M
Page 2 of tender document

APPENDIX N
AUDITED FINANCIAL STATEMENT

APPENDIX O

Request for Proposal Enquiry

To: elvis.lebepe@sabs.co.za

From: _____

Questions:

Answers:

To: elvis.lebepe@sabs.co.za