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TERMS OF REFERENCE:

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL MANAGEMENT SERVICES TO COMPANIES TRIBUNAL FOR A PERIOD OF THREE (3) YEARS

CT 001 (26/27)

CLOSING DATE: 27 MAY2026 @ 11H00

BRIEFING SESSION: N/A

VALIDITY PERIOD: 120 DAYS

NB: On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.

Proposals to be submitted to: scm@companiestribunal.org.za

TABLE OF CONTENTS

1.	INVITATION	3
2.	BACKGROUND	3
3.	SCOPE OF WORK	3
4.	DELIVERABLES	5
5.	GENERAL REQUIREMENTS	5
6.	EVALUATION PROCESS	5
7.	VALIDITY OF PROPOSALS	10
8.	PROPOSAL SUBMISSION REQUIREMENTS	10
9.	PRICING	10
10.	DISCLAIMER	11
11.	NOTES TO BIDDERS	11
11.	ENQUIRIES	11
12.	APPROVAL	12
13.	DECLARATION BY THE BIDDER	12

1. INVITATION

The Companies Tribunal (the Tribunal) seeks to secure inclusive proposals from service providers for the appointment of a Travel Management Company (TMC) to provide a comprehensive travel management service for the Tribunal for business purposes.

2. BACKGROUND

The Companies Tribunal (the Tribunal) is an agency of the Department of Trade, Industry and Competition (**the dtic**). The Tribunal is established in terms of the Companies Act No 71 of 2008 (the Act) and its role is to adjudicate on applications and make orders in terms of the Act as well as resolve disputes through mediation, conciliation and arbitration.

3. SCOPE OF WORK

Overall Requirements

The Tribunal requires off-site travel management services. The Tribunal's requirement for domestic and/or international travel in line with the policy covers the following amongst other issues:

a) Air Travel

- Source quotations for air travel based on the travel requests received from the Companies Tribunal
- Upon receipt of an order number from the Companies Tribunal, the Travel Management Agency should secure flights, confirm bookings and execute payment by pre-agreed means of all air travel bookings or as discussed and agreed in the SLA,
- Issue and forward travel documentation (relevant travel itineraries and flight e-tickets to the travel booker at the Tribunal, copying the traveller);
- Keep traveller's profile on record.
- Make bookings in line with the Tribunal Travel management policy,
- Obtain various airline fares and submit to the Tribunal for final decision,
- Negotiate discounts and the most cost-effective air travel options with all available airlines.

b) Car Rental

- Source quotations from vehicle rental suppliers and/or drivers/shuttle services based on travel request received from the Tribunal;
- Negotiate discounts on standard tariffs or reduced tariffs with available companies where possible;
- Upon receipt of an order number from the Tribunal, the Travel Management Agency to confirm bookings and execute payment by pre-agreed means of all air travel bookings or as discussed and agreed in the SLA;
- Make bookings in line with the Tribunal Travel management policy.

c) Accommodation

- Source quotations from suppliers (hotels, guest houses etc. in line with the Tribunal Travel policy) based on the travel request received from the Tribunal per specified date and location;
- Upon receipt of an order from the Tribunal, confirm bookings and issue hotel/guest house vouchers to the relevant person at the Tribunal and execute payment by pre-agreed means of all accommodation needs or as discussed and agreed in the SLA,
- Make bookings in line with the Tribunal Travel management policy,
- Obtain various quotations from various accommodation service providers and submit to the Tribunal for final decision,
- Negotiate discounts with all available accommodation service providers on behalf of the Tribunal and reports efforts made on this periodically.

d) Visa and Passport

- The Travel Management Company should also, where relevant provide service relating to visas, passports, special and/or once off arrangements, etc.

e) Conferences

- Sourcing of venues for conferences/seminars based on the request from the Tribunal;
- Upon receipt of an order number from the Tribunal, the Travel Management Agency to confirm bookings and execute payment by pre-agreed means of all air travel bookings or as discussed and agreed in the SLA.

f) Special assistance

- The travel management agency to assist with special requirements such as special meals, excess baggage etc.

Travel Volumes

The current total volumes per annum for the Tribunal includes air travel, accommodation, car hire, conference, etc. The table below details the number of transactions for the financial year 2024/2025 as follows:

Service category	Estimated number of transactions per annum
Air Travel – Domestic	54
Air Travel – Regional & International	0
Car rental – Domestic	22
Car rental – Regional & International	0
Shuttle services – Domestic	11
Accommodation – Domestic	41
Accommodation – Regional & International	0
Conferences/Events	12

After Hours	5
Parking	0
Insurance	13
GRAND TOTAL	158

Note: These figures are projections based on the current trends and they may change during the tenure of the contract. The figures are meant for illustration purposes to assist the bidders to prepare their proposal.

4. DELIVERABLES

4.1. The Tribunal's primary objective in issuing this RFP is to enter into agreement with a successful bidder who will be expected to achieve the following:

- Provide the Tribunal with the travel management services that are consistent, reliable and will maintain a high level of traveller satisfaction in line with the service levels, ensuring all travel vouchers are timeously produced as required.
- Provide the Tribunal with a dedicated key account manager and dedicated support personnel that are suitably qualified for the duration of the contract. The dedicated support personnel to act as liaison person in timeously issuing quotes, processing purchase orders, and issuing travel vouchers locally and internationally.
- Provide an effective after-hour support service to provide support daily after-hours including weekends and over holidays.
- Achieve significant cost savings for the Tribunal without any degradation in the service.

5. GENERAL REQUIREMENTS

- Company profile with relevant experience
- List of projects
- Proposed Team
- Project plan with timelines
- Reference letters

6. EVALUATION PROCESS

CT will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). 4 phase evaluation criteria will be considered in evaluating the bid as follows:

a. Phase 1: Pre-Qualification Criteria (Mandatory requirements)

This stage checks and validates the bidder's compliance with legal requirements to conduct business with the government of South Africa.

All proposals duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents). NB: No points will be allocated to this stage; however, bidders that do not comply with the Mandatory requirements below will be disqualified and will not advance to the next stage of evaluation.

Pre-Qualification Requirements	Check list √ Tick each box
SBD 1: Completed, attached and signed	
SBD 3.3: Completed, attached	
SBD 4: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
Terms of Reference document: Completed, attached and signed	
General Conditions of Contract: Initialled and attached	
Proof of registration on Central Supplier Database (managed by National Treasury) a report not older than a month of the date of submission must be submitted	
Proof of Professional affiliation e.g. ASATA or any other recognised body	

Note: All SBD forms must be submitted (signed) noting where it is not applicable. If any specific SBD form is not submitted, documentary proof clearly stating the reasons must be attached.

Failure to adhere to the above conditions will invalidate the proposal.

Bidders must also supply the following documents (where applicable).

Other Requirements	Check list √ Tick each box
Valid B-BBEE Certificate or (attach certified copy) or Sworn Affidavit	
Company Registration documents	

b. Phase 2: Functional/Technical Evaluation

Only bidders that have met the pre-qualification criteria will be evaluated for functional evaluation. In this phase the evaluation will be based on the bidder's responses in respect of the bid proposal. Prospective bidders who score a minimum of 70 points or more will be considered for the next phase 3 (Presentation).

All proposals will be evaluated for functionality as follows:

Technical (Functionality) proposal		Maximum points to be awarded
1.	Company Information and relevant experience: <ul style="list-style-type: none"> History/background of the bidder including the number of years in operation specializing in Travel Management 1 – 5 years = 5 points 6 – 10 years = 15 points 11 years and above = 20 points 	20
2.	Competency requirements: <ul style="list-style-type: none"> Provide evidence of at least five travel management project undertaken at other public organizations. Up to 5 projects = 5 Up to 10 projects = 15 Up to 20 = 20 	20
3.	Proposed Team Members: <ul style="list-style-type: none"> CVs of proposed team members showing experience in travel management. 	15
4.	Project Plan: Provide proposed plan and timelines showing how the project will be run.	35
5.	Reference: <ul style="list-style-type: none"> Written and contactable reference letters from clients where a similar service has been rendered. 1-3 reference letters – 2 points 4 -5 reference letters – 5 points 6 and above reference letters – 10 points 	10
Total technical points		100
Minimum threshold for technical (functionality)		70

A point scoring system would be utilized as follows:

Score	Description
1	Does not meet requirements, or no information supplied.
2	Meet some of the requirements
3	Almost meet all requirements
4	Fully meet all requirements
5	Exceeds all requirements

Phase 3: Presentation

Bidders that have passed Phase 2 stage of evaluation will proceed to Phase 3 of evaluation which is Presentation. Prospective bidders who score a minimum of 60 points or more will be considered for the next phase, Phase 4 (Price and B-BBEE Status level of contributor).

	Functionality (Presentation)	Maximum points to be awarded
1	<ul style="list-style-type: none"> Presentation on the process to be followed to source quotations for air travel, accommodation and car hire in compliance with National Treasury directives 	40
2	<ul style="list-style-type: none"> Presentation on the electronic system to manage all bookings for the Tribunal 	30
3	<ul style="list-style-type: none"> Presentation on the method of monthly reporting to the Tribunal 	30
Total Presentation points		100
Minimum threshold for presentation (functionality)		60

A point scoring system would be utilized as follows:

Score	Description
1	Does not meet requirements, or no information supplied.
2	Meet some of the requirements
3	Almost meet all requirements
4	Fully meet all requirements
5	Exceeds all requirements

c. Phase 4: Price and Specific Goals

- All quotations up to the rand value of R 50 000 000.00 including all applicable taxes will be evaluated on the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations.

- **NB** - Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids to substantiate their specific goal as stated below. However, Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for specific goals points, but they will not be disqualified from the bidding process.
- The lowest acceptable price will score 80 points, the 20 specific goals points will be allocated as follows:

SPECIFIC GOAL	TOTAL POINTS
Percentage (%) Black Ownership	Points (10)
91-100	10
81-90	9
71-80	8
61-70	7
51-60	6
41-50	5
31-40	4
21-30	3
11-20	2
1-10	1
0	0
Percentage (%) Ownership By Women	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%) Ownership By Youth	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%) Ownership By People living With Disability	Points (2)

SPECIFIC GOAL	TOTAL POINTS
51-100	2
1-50	1
0	0

7. VALIDITY OF PROPOSALS

- The Supplier is required to confirm that it will hold its proposal valid for **120 days** from the closing date of the submission of proposals.
- In exceptional circumstances, CT may solicit the bidder's consent to an extension of the period of the validity of the bid. The request and responses thereto shall be made in writing.

8. PROPOSAL SUBMISSION REQUIREMENTS

- All compulsory documents as stated under point 6 above.
- The bid proposal as per point 3 above
- In case of joint ventures, bidders must provide a clear agreement regarding joint venture/consortia.
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate.
- Bidders must submit 1 x original Bid document, and 1 x copy of the original.
- No late bids will be considered.
- It is the bidder's responsibility to ensure that the bid is sent to the correct physical address and that it is received by CT before the closing date and time in CT's dedicated tender box or physical address. The office hours are 08h00 to 16h00 from Monday to Friday, except on public holidays.

Proposals must be **emailed to** scm@companiestribunal.org.za

9. PRICING

- The quoted price should be in South African Currency and must include all taxes.
- The quoted price must be valid for a period of 120 days from the closing date of the bid.

- The Tribunal will not be liable for any cost incurred in the preparation of proposals.
- Payment will be made within 30 days after receipt of the valid original tax invoice.

10. DISCLAIMER

The Tribunal reserves the right to

- Award the contract or any part thereof to one or more service providers
- Reject all bids
- Decline to consider any bids that do not conform to any aspect of the bidding process
- Request further information from any service provider after the closing date, for clarification purpose
- The Tribunal reserves the right at any time to visit the premises of the bid proposer if deemed necessary to ensure security of the information.
- Any false declaration of information will result in the exclusion of the bid proposal from consideration.

11. NOTES TO BIDDERS

This section outlines basic requirements that must be met. Failure to meet these requirements or part thereof may result in your proposal being excluded from the evaluation process


- Proposal documents must be submitted to the Tribunal
- The Tribunal will not be liable for any cost incurred by the bidder in the preparation of proposals
- Evaluation of proposals will be carried out by the Tribunal. The Bid Evaluation Committee will, if necessary, contact bidders to seek clarification on any aspect of the proposals.
- Service providers must sign the register at the reception when the proposal is submitted

12. ENQUIRIES

Technical: 012 394 5553 OR e-mail to NNgcamu@companiestribunal.org.za

Supply Chain Management: Dikeledi Rathlogo (012) 394 3680 OR email SCM@companiestribunal.org.za

13. APPROVAL

Approval			
	Name and Title	Signature	Date
Approved by:	MI MATHATHO ACTING COO	 Irene Mathatho 2026-04-22 17:42+02:00	22/04/2026

14. DECLARATION BY THE BIDDER

I, (Full names)
the undersigned certify that the information provided is true and correct, and understood
the contents of the document in full.

SIGNATURE :
DATE :