



FIC/RFB/TRAVEL MANAGEMENT SERVICES/01/2025/26

Compulsory Virtual Briefing Session

Q & A

23 May 2025 at 11:00

Venue / Platform: Microsoft Teams



Financial
Intelligence Centre

QUESTIONS AND ANSWERS

NO.	QUESTIONS	RESPONSE
1	In the pricing schedule there's no space for other services, are we allowed to add an addendum, it's an additional page on our company letterhead?	<ul style="list-style-type: none">No. Bidders need to price/quote per the provided schedule. All fees must be inclusive of all applicable costs for a specific transaction.
3	Does FIC require a fixed amount per service (meaning the transaction fee must include everything)? Must this include the billback fee?	<ul style="list-style-type: none">Yes, one fee per transaction including everything that is applicable.
4	Is conferencing required?	<ul style="list-style-type: none">Yes, we do have instances where we would require conferencing. Allowance has been made on the pricing schedule for conference costs.
5	Is FIC currently on an Online Booking Tool (OBT)?	<ul style="list-style-type: none">Yes. As discussed during the briefing we are using the current service providers OBT.
6	What is the online adoption rate if the FIC are online?	<ul style="list-style-type: none">The OBT belongs to the current TMC.
7	What is the % of domestic travel	<ul style="list-style-type: none">The split has been provided in the pricing schedule with estimated volumes- Annexure A2.
8	Please advise if the ASATA is mandatory	<ul style="list-style-type: none">ASATA is mandatory requirement for this specific tender, and it must be in the name of the bidding company as per the bid document advertised.