



## **public works & infrastructure**

Department of  
Public Works & Infrastructure  
FREE STATE PROVINCE

**HEAD OF DEPARTMENT  
MR. MOTSAMAI. E. MOHLAHO  
DEPARTMENT PUBLIC WORKS & INFRASTRUCTURE**

**BID NUMBER: DPWFS (T) 018/2021**

### **BID DOCUMENTATION**

**APPOINTMENT OF A SUITABLY QUALIFIED TRAVEL MANAGEMENT  
COMPANIES TO RENDER DOMESTIC AND/OR INTERNATIONAL TRAVEL  
MANAGEMENT SERVICES TO FREE STATE  
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE FOR A PERIOD  
OF THREE (03) YEARS**

**FEBRUARY 2022**



**public works &  
infrastructure**

Department of  
Public Works & Infrastructure  
FREE STATE PROVINCE

THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE	
<b>Physical address:</b> OR Tambo House Cnr St Andrews Street and Markgraaff Street Bloemfontein 9301	<b>Post box number:</b> P.O. Box 690 Bloemfontein 9301
<b>SUPPLY CHAIN MANAGEMENT ENQUIRIES:</b>  <b>Contact Person:</b>  Name: Mr. Molebatsi Phasumane Telephone: 066 307 2629 Email: <a href="mailto:phasumanem@fsworks.gov.za">phasumanem@fsworks.gov.za</a>	<b>TECHNICAL ENQUIRIES:</b>  <b>Contact Person:</b>  Name: Me Juliet Bambo Telephone: 051 492 3862 Email: <a href="mailto:bamboj@fsworks.gov.za">bamboj@fsworks.gov.za</a>

## **BEWARE OF SCM FRAUD AND PHISHING**

### **WHAT IS FRAUD AND PHISHING?**

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organisation, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

### **How does phishing work?**

- The phisher may begin by **determining who their targeted victims** will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create **methods like fake emails or phony web pages to send messages** that lure data from their victims.
- Phishers then send messages that **appear trustworthy** to the victims and begin the attack.
- Once the attack has been deployed, phishers will **monitor and collect the data** that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or **commit fraudulent acts**.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

### **IMPORTANT:**

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111.

**PUBLIC NOTICE**  
**INVITATION TO TENDER**

**BID NUMBER: DPWFS (T) 018/2021**

Bids must be deposited in the BID box situated on the Ground floor (**Main Entrance Foyer**), **O.R Tambo House (Old Lebohang Building)**; **Cnr. St Andrew and Markgraaf Street; Bloemfontein**. BID document(s) must be **submitted** by no later than Friday, **23 March 2022**.

Please note that BIDs, which are not submitted in a properly sealed and marked envelope and / or are not deposited in the relevant BID box and / or are deposited after the closing date and time, will not be considered. **Faxed bids will not be considered.**

**Clarification Meeting:**

A compulsory clarification meeting will take place as follows:

**Date:** Thursday, 10 March 2022

**Time:** 09h00am

**Venue:** 18 Hartley, Hamilton (Public Works and Infrastructure: Property Management)

**Failure to attend this clarification meeting will lead to disqualification.**

**NOTE:**

- ❖ Bid documents are obtainable **free of charge** from the e-BID portal at [www.ebids.gov.za](http://www.ebids.gov.za) from Friday, 18 February 2022.  
**OR**
- ❖ Bid Documents will be available at the Department of Public Works and Infrastructure, Cnr Markgraaf and St. Andrews street, OR Tambo House, 1<sup>st</sup> Floor, Room 101B. However, a non-refundable BID / bid deposit of **R 1 282.00** per set payable in cash is required on collection of the bid document. [Payments to be made at the O.R Tambo House, 1<sup>st</sup> floor, Room 102]

The Department is not bound to appoint any BID who submits a response to this RFP. The Department further reserves the right to accept any BID in whole or in part.



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## **SECTION 1: EVALUATION CRITERIA**

## 1. SECTION 1: EVALUATION CRITERIA

### 1.1. Stage 1: Evaluation On Mandatory Requirements

- 1.1.1 Each service provider must provide unique security personal identification number (PIN) issued by the South African Revenue Services. A compliant tax status will be confirmed at the time of award).
- 1.1.2 Attach a valid proof of registration on the National Treasury's Central Supplier's Database must be accompany this bid.
- 1.1.3 Pre-qualification criteria for preferential procurement:
  - i. Only bidders who have B-BBEE level one (1) and two (2) of contribution certificate will be considered, i.e. B-BBEE Certificate Level three (3) to eight (8) contribution certificate will not be considered. An original or certified copy of the original must be attached.
- 1.1.4 Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or municipal bill statement with a Current Bill of Account not owing more than ninety (90) days or a valid lease agreement with a statement of account not owing more than 90 days.
- 1.1.5 Duly completed and signed SBD 1, 4, 8 and 9.
- 1.1.6 Attach a valid letter of good standing issued by the Department of Labour.
  - i. Each bidder must provide proof of compliance with Compensation for Occupational Injuries and Diseases Act (COIDA).
- 1.1.7 Duly completed and signed Annual Financial Declaration.
- 1.1.8 Attendance of the mandatory clarification meeting details of which are provided in the advert and in this tender document.

### 1.2. Stage 1 (a) :Non – Mandatory requirements required for evaluation purposes:

- 1.2.1. A valid Tax Compliance Status which will be verified by a unique security Personal Identification number (PIN) issued by the South African Revenue Services and/or CSD report showing a compliant tax status which will be confirmed at the time of award.
- 1.2.2. Duly completed and signed schedule of equipment offered. (Refer to the relevant section in the specification).
- 1.2.3. Duly completed and signed SBD 3.2 – Non – firm prices.
- 1.2.4. Duly completed and signed schedule of tenderer's experience.
- 1.2.5. Duly completed and signed resource information sheet for each person.
- 1.2.6. Attach appointment letters and completion certificates where similar nature of services were carried by the service provider.
- 1.2.7. Duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2017.
- 1.2.8. Duly completed and signed – Record of Addenda to tender documents.
- 1.2.9. Duly completed and signed – Propose amendments and qualifications
- 1.2.10. Duly completed and signed – Compulsory declaration
- 1.2.11. Attach curriculum vitae of relevant staff in the format of Resource Information Sheet provided.
- 1.2.12. All documents must be completed in writing with a black ink.

### 1.3. Stage two: Evaluation on Functionality

- 1.3.1. Bids will first be evaluated for functionality and bidders who score a minimum score out of 105 out of 140 for functionality and will proceed to the next phase of evaluation on price.
- 1.3.2. The following criteria and formula will be used to calculate points for the functionality of the proposal:

No	Evaluation Criteria	Score
	<b>Orders delivered (attach copies of orders/appointment letters and reference letters (signed and stamped) which clearly indicate the description of similar service delivered</b> (minimum total value of bookings of R50 000 from one entity in one financial year) in the last three (3) years, i.e. type of service rendered.	50

Reference letter	<p>Booking value thresholds will be scored as follows:</p> <ul style="list-style-type: none"> <li>• No reference letter/ Purchase Order/ Appointment letter – 0 points</li> <li>• Reference letters/ Purchase Orders/ Appointment letters with R50 000 as minimum value of bookings = 10 Points</li> <li>• Reference letters/ Purchase Orders/ Appointment letters with R100 000 as minimum value of bookings = 20 Points</li> <li>• Reference letters/ Purchase Orders/ Appointment letters with R150 000 as minimum value of bookings = 30 Points</li> <li>• Reference letters/ Purchase Order/ Appointment letters with R200 000 as minimum value of bookings = 40 Points</li> <li>• Reference letters/ Purchase Orders/ Appointment letters with R250 000 as minimum value of bookings = 50 Points</li> </ul> <p>Documents which should be submitted as proof to claim the points above:</p> <p>The letter of reference must be accompanied by the following documents as proof for points to be awarded to each bidder:</p> <ul style="list-style-type: none"> <li>• <i>Proof in the form of previous orders/appointment letters or reference letters confirming successful delivery in the last 2 years, i.e. between February 2020 and February 2022 must be attached.</i></li> <li>• A valid contract/ service level agreement signed by both the bidder and their employer,</li> <li>• Payment system report confirming total value and number of bookings made.</li> </ul>	
Proof of financial capability	<p><b>Proof of financial capability must be accompanied by proof of access to a credit facility or financial guarantee from an accredited financial service provider and the latest bank statement – not older than three (3) months):</b></p> <ul style="list-style-type: none"> <li>• Access finance above R 50 000 = 5 points</li> <li>• Access finance above R 100 000 = 15 points</li> <li>• Access finance above R 200 000 = 35 points</li> <li>• Access finance above R 250 000 = 50 points</li> </ul> <ul style="list-style-type: none"> <li>○ The bidder will be expected to complete Annual Financial declaration accompanied by income statement and balance sheet.</li> <li>○ <i>The bidder must produce verifiable proof of such financial proof, either from as a guarantee financial institution or own funds.</i></li> </ul>	50
Geographical area of a Service provider	<p>Full Points for this functionality criterion will be allocated to bidders operating within the borders of Free State Region:</p> <ul style="list-style-type: none"> <li>• Free State based – 10 points</li> <li>• Non – Free State based – 0 points</li> </ul>	10

	Physical business address to be provided and proof thereof submitted, e.g. municipal statement, electricity statement, land telephone account and/or lease agreement not older than 90 days. The address must correspond to the address registered with the CIPC.	
<b>Experience of the Key staff</b>	<b>Experience of the Key staff, i.e. Senior Travel Consultant</b>  Detailed CV with traceable and contactable reference for relevant Traveling Services  Scoring of experience <ul style="list-style-type: none"> <li>• 3 years – 10 points</li> <li>• 2 years – 6 Points</li> <li>• 1 year – 3 Points</li> </ul> <i><b>Note:</b> Complete resource information sheet provided in order to be awarded the points.</i>	<b>10</b>
<b>Experience of the Key staff</b>	<b>Experience of the Key staff, i.e. Travel Consultant</b>  Detailed CV with traceable and contactable reference for relevant Traveling Services Scoring of experience <ul style="list-style-type: none"> <li>• 3 years – 10 points</li> <li>• 2 years – 6 Points</li> <li>• 1 year – 3 Points</li> </ul> <i><b>Note:</b> Complete resource information sheet provided in order to be awarded the points</i>	<b>10</b>
<b>Experience of the Key staff</b>	<b>Experience of the Key staff, i.e. Finance Officer</b>  Detailed CV with traceable and contactable reference for relevant Traveling Services Scoring of experience <ul style="list-style-type: none"> <li>• 3 years – 10 points</li> <li>• 2 years – 6 Points</li> <li>• 1 year – 3 Points</li> </ul> <i><b>Note:</b> Complete resource information sheet provided in order to be awarded the points</i>	<b>10</b>
	<b>Total points</b>	<b>140</b>
	<b>Minimum score is 105 points out of 140 points</b>	

#### 1.4. Stage three: Evaluation on price and preference

- 1.4.1. Pricing on the project in order to achieve the objectives of the Preferential Procurement Regulations.
- 1.4.2. The Department is committed to achieving the government's objectives of the transformation of the economy economic transformation as set out in the Preferential Procurement Policy Framework Act, the B-BBEE act and the Preferential Procurement Regulations of 2017.
- 1.4.3. The 80/20 preference point system applicable to price quotations and tenders with a rand value between R30 000 and R50 million (all applicable taxes included), will be used for evaluation this bid.
- 1.4.4. The scoring of points for price and preference system in terms of the 80/20 preference point system where the lowest price score 80 points for price.
- 1.4.5. Calculating of points for B-BBEE status level of contribution points will be awarded to a tenderer for attaining the B-BBEE status level of contribution in accordance with the below process.

**Table 1:**

Price	80
Level of contribution towards B-BBEE	20

#### 1.4.5. Allocation of points in terms of the 80/20 preference point system.

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

Points awarded for B-BBEE status level of contributor

- 1.4.6. In terms of Regulation 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

**Table 2:**

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

#### 1.4.7. Claiming of preference points for B-BBEE level:

- Bidders will be required to complete the preference claim form (SBD 6.1) and submit their sworn affidavit (only for EME and QSE), valid original or certified copy of B-BBEE status level verification certificate or a certified copy thereof at the closing date and time of the bid in order to claim the B-BBEE status level points.
- The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a sworn affidavit (only for EME and QSE) or B-BBEE status level certificate issued by a SANAS accredited verification agency will be considered for preference points.
- Tenderers who qualify as EMEs may submit a sworn affidavit signed by the EME representative and attested by a Commissioner of oaths for purposes of claiming preference points.

- e. Failure on the part of the bidder to comply with the requirements above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- f. The department may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.
- g. The total points scored will be rounded off to the nearest 2 decimals.
- h. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.
- i. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- j. **A contract may, on reasonable and justifiable grounds, this bid may be awarded to a bid that did not score the highest number of points in line with the PPPFA regulations of 2017, regulation 11 on Objective Criteria.**

## **Returnable Documents**

Returnable Documents will be used for BID evaluation purposes and be incorporated into the contract  
The bidder must return the following returnable documents legibly completed and signed in **FULL**.

1. Resolution of Board of Directors.
2. Standard Bidding Document 1 (SBD 1) – Invitation to Bid.
3. Standard Bidding Document (SBD 3.2) – Non- Firm prices.
4. Standard Bidding Document 4 (SBD 4) – Declaration of Interest.
5. Standard Bidding a Document 6.1 (SBD 6.1) – Preference points claim form in terms of the Preferential Procurement Regulations 2017.
6. Standard Bidding Document 8 (SBD 8) – Declaration of Bidder's Past Supply Chain Management Practices.
7. Standard Bidding Document 9 (SBD 9) - Certificate of Independent Bid Determination.
8. Schedule of equipment offered.
9. Schedule of tenderer's experience.
10. Resource information sheet.
11. Record of Addenda to tender documents.
12. Propose amendments and qualifications.
13. Compulsory declaration.
14. Annual Declaration.

## **SECTION 2: LIST OF RETURNABLE DOCUMENTS**

## LIST OF RETURNABLE DOCUMENTS

### 1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Bid Document Name:	Number of Pages:	Returnable document:
Resolution of Board of Directors	1 Pages	<input type="checkbox"/>
SBD 1: Invitation to Bid	2 Pages	<input type="checkbox"/>
SBD 4: Declaration of Interest	3 Pages	<input type="checkbox"/>
SBD 6.1: Preference Points Claim Form in terms of the PPR 2017	4 Pages	<input type="checkbox"/>
SBD 8: Declaration of Bidder's Past Supply Chain Management Practice	2 Pages	<input type="checkbox"/>
SBD 9: Certificate of Independent Bid Documentation	4 Pages	<input type="checkbox"/>
Schedule of equipment offered.	1 Pages	<input type="checkbox"/>
Schedule of tenderer's experience.	4 Page	<input type="checkbox"/>
Resource information sheet.	12 Page	<input type="checkbox"/>
Record of Addenda to tender documents.	1 Page	<input type="checkbox"/>
Propose amendments and qualifications.	2 Page	<input type="checkbox"/>
Compulsory declaration.	4 Page	<input type="checkbox"/>
Annual Declaration	1 Page	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>

Name of Bidder	Signature	Date

## RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
(legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### RESOLVED that:

- 1 The Enterprise submits a BID to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

\_\_\_\_\_  
(project description as per BID Document)

BID Number: \_\_\_\_\_ (BID Number as per BID Document)

- 2 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the BID, and any and all other documents and/or correspondence in connection with and relating to the BID, as well as to sign any Contract, and any and all documentation, resulting from the award of the BID to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

#### Note:

- \* Delete which is not applicable.
- NB.** This resolution must be signed by all the Directors / Members / Partners of the BIDIg Enterprise.

#### ENTERPRISE STAMP

**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	DPWFS(T) 018/2021	CLOSING DATE:	23 March 2022	CLOSING TIME:	11:00
DESCRIPTION	<b>APPOINTMENT OF A SUITABLY QUALIFIED TRAVEL MANAGEMENT COMPANIES TO RENDER DOMESTIC AND/OR INTERNATIONAL TRAVEL MANAGEMENT SERVICES TO FREE STATE DEPARTMENT OF PUBLIC WORKS &amp; INFRASTRUCTURE FOR A PERIOD OF THREE (03) YEARS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr. M. Phasumane		CONTACT PERSON	Ms. J. Bambo	
TELEPHONE NUMBER	051 492 3861 / 066 307 2629		TELEPHONE NUMBER	051 432 3862	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:phasumanem@fsworks.gov.za">phasumanem@fsworks.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:bamboj@fsworks.gov.za">bamboj@fsworks.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ 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**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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: .....

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder  
presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person  
connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:  
.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.  
.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.  
.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:  
.....  
.....  
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

2 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- 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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- ### 3. POINTS AWARDED FOR PRICE
- #### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

80/20 or 90/10

Where

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- | B-BBEE Status Level of Contributor | Number of points<br>(90/10 system) | Number of points<br>(80/20 system) |
|------------------------------------|------------------------------------|------------------------------------|
| 1                                  | 10                                 | 20                                 |
| 2                                  | 9                                  | 18                                 |
| 3                                  | 6                                  | 14                                 |
| 4                                  | 5                                  | 12                                 |
| 5                                  | 4                                  | 8                                  |
| 6                                  | 3                                  | 6                                  |
| 7                                  | 2                                  | 4                                  |
| 8                                  | 1                                  | 2                                  |
| Non-compliant contributor          | 0                                  | 0                                  |

## 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....  
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

## 1. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME  
SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. 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.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

## Schedule of Plant and Equipment

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed.....

Date.....

Name.....

Position.....

Tenderer.....

**Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)**

FORM: PARTICULARS OF TENDERERS PROJECTS			
Project title:	APPOINTMENT OF A SUITABLY QUALIFIED TRAVEL MANAGEMENT COMPANIES TO RENDER DOMESTIC AND/OR INTERNATIONAL TRAVEL MANAGEMENT SERVICES TO FREE STATE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE FOR A PERIOD OF THREE (03) YEARS.		
Tender no:	DPWFS(T) 018/2021	Closing date:	23 March 2022
Advertising date:	18 February 2022	Validity period:	90 days

**Note:** The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.

**2. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS**

**1.1. Current projects:** Appointment letter(s) must be provided to buttress the information supplied below.

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
1						
2						
3						
4						
5						
6						

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
7						
8						
9						
10						
11						
12						

Name of Tenderer	Signature	Date

1.2. Completed projects: Both appointment letter(s) and completion certificates linked to the project(s) listed below must be provided to buttress the information provided.

Projects completed in the previous 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Projects completed in the previous 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
11							
12							
Name of Tenderer		Signature			Date		

**Resource Information Sheet (CV) – Senior Travel Consultant who will be committed to the service at all times**

Professional Registration(s)	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer	
Position held with current employer	

SIGNATURE OF RESOURCE : \_\_\_\_\_

DATE : \_\_\_\_\_

<b>Key projects worked on (align to evaluation requirements)</b>	<b>Name of project</b>	<b>Role in Project</b>	<b>Project Value</b>	<b>Duration of Project</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Reference Name</b>	<b>Reference Contact number</b>
<b>1</b>								
<b>2</b>								
<b>3</b>								
<b>4</b>								
<b>5</b>								
<b>6</b>								

Key projects worked on (align to evaluation requirements)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
7								
8								
9								
10								
11								
12								

Key projects worked on (align to evaluation requirements)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
13								
14								
15								
In your opinion why you would be the right resource for this project, based on your experience?								

NAME : \_\_\_\_\_

SIGNATURE OF RESOURCE : \_\_\_\_\_

DATE : \_\_\_\_\_

**Resource Information Sheet (CV) – Travel Consultant who will strictly focus on the project**

Professional Registration(s)	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer	
Position held with current employer	

SIGNATURE OF RESOURCE : \_\_\_\_\_

DATE : \_\_\_\_\_

Key projects worked on (align to evaluation requirements)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
1								
2								
3								
4								
5								
6								

Key projects worked on (align to evaluation requirements)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
7								
8								
9								
10								
11								
12								

Key projects worked on (align to evaluation requirements)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
13								
14								
15								
In your opinion why you would be the right resource for this project, based on your experience?								

NAME : \_\_\_\_\_

SIGNATURE OF RESOURCE : \_\_\_\_\_

DATE : \_\_\_\_\_

**Resource Information Sheet (CV) – Financial Officer who will strictly focus on the project**

Professional Registration(s)	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer	
Position held with current employer	

SIGNATURE OF RESOURCE : \_\_\_\_\_

DATE : \_\_\_\_\_

Key projects worked on (align to evaluation requirements)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
1								
2								
3								
4								
5								
6								

Key projects worked on (align to evaluation requirements)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
7								
8								
9								
10								
11								
12								

Key projects worked on (align to evaluation requirements)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
13								
14								
15								
In your opinion why you would be the right resource for this project, based on your experience?								

NAME : \_\_\_\_\_

SIGNATURE OF RESOURCE : \_\_\_\_\_

DATE : \_\_\_\_\_

**Record of Addenda to tender documents**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	<b>Date</b>	<b>Title of Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed.....

Date.....

Name.....

Position.....

Tenderer.....

### Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signed.....

Date.....

Name.....

Position.....

Tenderer.....

## Compulsory Declaration

The following particulars must be furnished. In the case of a joint venture, separate declarations in respect of each partner must be completed and submitted.

### Section 1: Enterprise details

Name of enterprise	
Contact person	
Email	
Telephone	
Cell	
Fax	
Physical address	
Postal address	

### Section 2: Particulars of companies and close corporations

Company / Closed Corporation registration number	
--	--

### Section 3: SARS information

Tax reference number	
VAT registration number	(state Not Registered if not registered for VAT)

### Section 4: CIDB registration number

CIDB Registration number (if applicable)	
--	--

### Section 5: Particulars of principals

**principal:** means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporations Act, 1984, (Act No. 69 of 1984).

Full name of principal	Identity number	Personal tax reference number

--	--	--

Attach separate page if necessary

### Section 6: Record in the service of the state

Indicate, by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> a member of any municipal council                                      | <input type="checkbox"/> an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                 |  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Provinces |  |
| <input type="checkbox"/> a member of the board of directors of any Municipal entity             | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity   |
| <input type="checkbox"/> an official of any municipality or municipal entity                    | <input type="checkbox"/> an employee of Parliament of a provincial legislature   |

If any of the above boxes are marked, disclose the following:

Name of principal	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Attach separate page if necessary

### Section 7: Record of family member in the service of the state

**family member:** a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Indicate, by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months in the service of any of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> a member of any municipal council                                      | <input type="checkbox"/> an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                 |  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Provinces |  |
| <input type="checkbox"/> a member of the board of directors of any Municipal entity             | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity   |
| <input type="checkbox"/> an official of any municipality or municipal entity                    | <input type="checkbox"/> an employee of Parliament of a provincial legislature   |

If any of the above boxes are marked, disclose the following:

Name of family member	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)

		Current	Within last 12 months

Attach separate page if necessary

### Section 8: Record of termination of previous contracts with an organ of state

Was any contract between the tendering entities, including any of its joint venture partners, terminated during the past five years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract?

☐ Yes ☐ No (tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

### Section 9: Declaration

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the tendering entity, confirms that the contents of this Declaration are within my personal knowledge, save where stated otherwise in an attachment hereto, and to the best of my belief is both true and correct, and that:

- i) neither the name of the tendering entity, nor any of its principals, appears on:
  - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004); or
  - b) National Treasury's Database of Restricted Suppliers (see [www.treasury.gov.za](http://www.treasury.gov.za))
- ii) the tendering entity or any of its principals has not been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa) within the last five years;
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers;
- v) the tendering entity has not engaged in any prohibited restrictive horizontal practices, including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract, etc.) or intention to not win a tender;
- vi) the tendering entity has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the tenderer nor any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity, and are not in arrears for more than three months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and, when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by National Treasury, for SARS to do likewise.

Signed.....

Date.....

Name.....

Position.....

Enterprise name.....

**NOTE 1:** The Standard Conditions of Tender contained in SANS 10845-3 prohibits anticompetitive practices (clause 3.1) and requires that tenderers avoid conflicts of interest, only submit a tender offer if the tenderer or any of his principals is not under any restriction to do business with the Employer (4.1.1) and submit only one tender either as a single tendering entity or as a member in a joint venture (clause 4.13.1). Clause 5.7 also empowers the Employer to disqualify any tenderer who engages in fraudulent and corrupt practice. Clause 3.1 also requires tenderers to comply with all legal obligations.

**NOTE 2:** Section 30(1) of the Public Service Act, 1994, prohibits an employee (person who is employed in posts on the establishment of departments) from performing or engaging remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department. When in operation, Section 8(2) of the Public Administration Management Act, 2014, will prohibit an employee of the public administration (i.e. municipalities and all national departments, national government components listed in Part A of Schedule 3 to the Public Service Act, provincial departments including the office of the premier listed in Schedule 1 of the Public Service Act and provincial departments listed in schedule 2 of the Public Service Act, and provincial government components listed in Part B of schedule 3 of the Public Service Act) or persons contracted to executive authorities in accordance with the provisions of section 12A of the Public Service Act of 1994 or persons performing similar functions in municipalities, from conducting business with the State or to be a director of a public or private company conducting business with the State. The offence for doing so is a fine or imprisonment for a period not exceeding five years, or both. It is also a serious misconduct which may result in the termination of employment by the employer.

**NOTE 3:** Regulation 44 of Supply Chain Management regulations issued in terms of the Municipal Finance Management Act of 2003 requires that municipalities and municipal entities should not award a contract to a person who is in the service of the State, a director, manager or principal shareholder in the service of the State or who has been in the service of the State in the previous twelve months.

**NOTE 4:** Regulation 45 of Supply Chain Management regulations requires a municipality or municipal entity to disclose in the notes to the annual statements particulars of any award made to a close family member in the service of the State.

**NOTE 5:** Corrupt activities which give rise to an offence in terms of the Prevention and Combating of Corrupt Activities Act of 2004, include improperly influencing in any way the procurement of any contract, the fixing of the price, consideration or other moneys stipulated or otherwise provided for in any contract, and the manipulating by any means of the award of a tender.

**NOTE 6:** Section 4 of the Competition Act of 1998 prohibits restrictive horizontal practice, including agreements between parties in a horizontal relationship, which have the effect of substantially preventing or lessening competition, directly, or indirectly fixing prices or dividing markets or constituting collusive tendering. Section 5 also prohibits restrictive vertical practices. Any restrictive practices that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.

### Annual Financial Statements Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is .....
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:  
☐ internally ☐ independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]  
☐ enterprise has had its financial statements audited;  
name of auditor .....  
☐ enterprise is required by law to have an independent review of its financial statements  
name of independent reviewer .....  
☐ enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.  
*[Attach the income statement and the balance sheet contained in the financial statement]*
- 6) The annual turnover for the last financial year is R .....
- 7) The total assets as at the end of the last financial year is R .....
- 8) The total liabilities as at the end of the financial year is R .....

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signed

Date

.....  
Name

.....  
Position

.....  
Tenderer

**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

NAME OF BIDDER _____ Closing Time 11:00 on 23 March 2022		BID NUMBER: DPWFS 018/2021 Validity Period: 90 Days					
ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)			BID PRICE IN RSA CURRENCY (EXCLUDING VAT)		
	RENDERING OF TRAVEL AGENCY IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR THE DEPARTMENT (Traditional Booking and On-Line Booking)	FEE PER PERSON			FEE PER PERSON		
A	DOMESTIC: AIR TRAVEL	1st YEAR BOOKING FEE	ESCALATION % FOR 2nd YEAR	ESCALATION % FOR 3rd YEAR	1st YEAR BOOKING FEE	ESCALATION % FOR 2nd YEAR	ESCALATION % FOR 3rd YEAR
	Domestic Air Ticket						
	Air ticket – reissue Domestic						
	Refund Admin Fee (excluding airline charges) straight refund						
	Lost Ticket indemnity fee (excluding airline charges)						
	Change Booking Fee						
	Cancellation Fee						

	Parking						
	Travel Insurance						
	SMS Notification						
	24 Hour emergency call centre charges (surcharge) including weekends and public holidays						
	Transfer Services						
ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT) FEE PER PERSON			BID PRICE IN RSA CURRENCY (INCLUDING VAT) FEE PER PERSON		
	RENDERING OF TRAVEL AGENCY IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR THE DEPARTMENT						
B	INTERNATIONAL : AIR TRAVEL	1st YEAR BOOKING FEE	ESCALATION % FOR 2nd YEAR	ESCALATION % FOR 3rd YEAR	1st YEAR BOOKING FEE	ESCALATION % FOR 2nd YEAR	ESCALATION % FOR 3rd YEAR
	International Air Ticket						
	Air ticket – reissue International						
	Refund Admin Fee (excluding airline charges) straight refund						
	Lost Ticket indemnity fee (excluding airline charges)						
	Change Booking Fee						
	Cancellation Fee						
	Parking						
	Travel Insurance						
	SMS Notification						
	24 Hour emergency call centre charges (surcharge) including weekends and public holidays						
	Transfer Services						

<b>C</b>	<b>CHARTER FLIGHTS</b>	<b>1st YEAR BOOKING FEE</b>	<b>ESCALATION % FOR 2nd YEAR</b>	<b>ESCALATION % FOR 3rd YEAR</b>	<b>1st YEAR BOOKING FEE</b>	<b>ESCALATION % FOR 2nd YEAR</b>	<b>ESCALATION % FOR 3rd YEAR</b>
	Charter Flights						
	Refund Admin Fee (excluding airline charges) straight refund						
	Change Booking Fee						
	Cancellation Fee						
<b>D</b>	<b>ACCOMMODATION</b>	<b>1st YEAR BOOKING FEE</b>	<b>ESCALATION % FOR 2nd YEAR</b>	<b>ESCALATION % FOR 3rd YEAR</b>	<b>1st YEAR BOOKING FEE</b>	<b>ESCALATION % FOR 2nd YEAR</b>	<b>ESCALATION % FOR 3rd YEAR</b>
	Domestic Accommodation (including Bed & Breakfast)						
	Domestic Accommodation (excluding Breakfast)						
	Group of more than 5 - Domestic Accommodation (including Bed & Breakfast)						
	Group of more than 5 - Domestic Accommodation (excluding Breakfast)						
	International Accommodation (including Bed & Breakfast)						
	International Accommodation (excluding Breakfast)						
	Group of more than 3 - International Accommodation (including Bed & Breakfast)						
	Group of more than 3 - International Accommodation (excluding Breakfast)						
	Accommodation Booking Fee including Bill Back						
	Refund Admin Fee						
	Change Booking Fee						
	Visas (per passport)						

	Emergency Visa Fee (per passport)						
	Visa 2-4 pax per person						
	Visa 5 plus pax per person						
	Cancellation fee						
	Parking						
<b>E</b>	<b>CAR HIRE/TRANSPORT</b>	<b>1st YEAR BOOKING FEE</b>	<b>ESCALATION % FOR 2nd YEAR</b>	<b>ESCALATION % FOR 3rd YEAR</b>	<b>1st YEAR BOOKING FEE</b>	<b>ESCALATION % FOR 2nd YEAR</b>	<b>ESCALATION % FOR 3rd YEAR</b>
	Domestic Car Hire						
	International Car Hire						
	Car Booking including Bill Back Fee						
	Shuttle Services (Point-to-Point and/or Hotel) - International - Domestic						
	Chauffeur Services						
	Rail/Bus Bookings						
	Change Booking Fee						
	Cancellation fee						
<b>F</b>	<b>BUNDLE FEE</b>	<b>1st YEAR BOOKING FEE</b>	<b>ESCALATION % FOR 2nd YEAR</b>	<b>ESCALATION % FOR 3rd YEAR</b>	<b>1st YEAR BOOKING FEE</b>	<b>ESCALATION % FOR 2nd YEAR</b>	<b>ESCALATION % FOR 3rd YEAR</b>
	Bundle Fee (Accommodation, Air Travel and Car Hire)						
	Change Booking Fee						
	Cancellation fee						
<b>G</b>	<b>OTHER SERVICES</b>	<b>1st YEAR BOOKING FEE</b>	<b>ESCALATION % FOR 2nd YEAR</b>	<b>ESCALATION % FOR 3rd YEAR</b>	<b>1st YEAR BOOKING FEE</b>	<b>ESCALATION % FOR 2nd YEAR</b>	<b>ESCALATION % FOR 3rd YEAR</b>
	Electronic management reporting						
	Electronic account reconciliation and matching (up to 2000 transactions a month)						

	Electronic account reconciliation and matching (over 2000 transactions a month)						
	Electronic voucher retrieval (via smartphone or web)						
	International Driver's License						
	<b>REQUIRED BY: DEPARTMENT</b>						
	Does offer comply with specification						<b>YES/NO</b>
	If not to specification, indicate deviation(s)						
	Period required for delivery						
	<b>Delivery: Firm/not firm</b>						
	<b>Delivery basis (all delivery costs must be included in the bid price)</b>						

## PRICE ADJUSTMENTS

## A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. <b>Note that Pt must always be the original bid price and not an escalated price.</b>
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....      Index..... Dated..... Index..... Dated.....

Index..... Dated.....      Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. e.g. Labour, transport etc.)	P PERCENTAGE OF BID PRICE

**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

- 1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.**

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		

				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

## **SECTION 3:TERMS OF REFERENCE**

## TERMS OF REFERENCE

### 1. PURPOSE OF THE BID

- 1.1. This bid is an invitation for Bidders to submit a proposal for the provision of the travel management services as set out in the SBD 3.2.
- 1.2. Bidder/s may bid for Traditional Booking or On-Line Booking system and must clearly indicate in their bid which system they intend to use.

### 2. OBJECTIVE

- 3.1. The objective of the bid is to appoint Travel Management Companies (TMCs) in line with the following Departmental objectives -
  - 2.1.1. provide travel management services that are consistent and reliable;
  - 2.1.2. ensure that quality service is rendered in line with the Service Level Agreement;
  - 2.1.3. improve spend visibility through detailed management reporting;
  - 2.1.4. operate within the travel policy to assist with the improvement of traveller behaviour in order to minimise fruitless and wasteful expenditure;
  - 2.1.5. ensure the efficient and effective facilitation of domestic and international travelling and accommodation bookings requirements for the department;
  - 2.1.6. ensure that the most economical travelling and accommodation means are utilized by the department;

### 3. LEGISLATIVE AND REGULATORY FRAMEWORK

- 3.1. This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

### 4. DEFINITIONS

- 4.1. Accommodation means the rental of lodging facilities while away from one's place of abode, but on authorised official duty.
- 4.2. **After-hours service** refers to an enquiry or travel request that is actioned after normal working hours.
- 4.3. **Air travel** means travel by airline on authorised official business.
- 4.4. **Authorising Official** means the employee who has been appointed to authorise travel in respect of travel requests and expenses.
- 4.5. **Car Rental** means the rental of a vehicle for a short period of time by a Traveller for official purposes.
- 4.6. **Department** means the Department of Public Works and Infrastructure.
- 4.7. **Domestic travel** means travel within the borders of the Republic of South Africa.
- 4.8. **Emergency service** means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.
- 4.9. **International travel** refers to travel outside the borders of the Republic of South Africa.

- 4.10. **Management Fee** is the fixed negotiated fee payable to the Travel Management Company (TMC) in monthly instalments for the delivery of travel management services
- 4.11. **Quality Management System** means a collection of business processes focused on consistently meeting customer requirements and enhancing their satisfaction. It is expressed as the organizational structure, policies, procedures, processes and resources needed to implement quality management.
- 4.12. **Regional travel** means travel across the border of South Africa to any of the SADC Countries, namely; Angola, Botswana, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe.
- 4.13. **Service Level Agreement (SLA)** is a contract between the TMC and the department that defines the level of service expected from the TMC.
- 4.14. **Shuttle Service** means the service offered to transfer a Traveller from one point to another, for example from place of work to the airport.
- 4.15. **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, after hours' and courier fees.
- 4.16. **Transaction Fee** means the fixed negotiated fee charged for each specific service type e.g. international air ticket.
- 4.17. **Traveller** refers to an official, consultant or contractor travelling on official business on behalf of the Department.
- 4.18. **Travel Authorisation** is the official form utilised by Department reflecting the detail and order number of the trip that is approved by the relevant authorising official.
- 4.19. **Travel Booker** is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the Traveller.
- 4.20. **Travel Management Company** or TMC refers to the Company contracted to provide travel management services (Travel Agents).
- 4.21. **Travel Voucher** means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.
- 4.22. **Value Added Services** are services that enhance or complement the general travel management services e.g. travel advisories.
- 4.23. **VAT** means Value Added Tax.
- 4.24. **VIP or Executive Service** means the specialised and personalised travel management services to selected employees of the Department by a dedicated consultant to ensure a seamless travel experience.

## 5. SCOPE OF WORK

- 5.1. The travel management services will include but will not be limited to the following:
- 5.1.1 The contracted services will be provided to all Travellers travelling on behalf of the Department. This will include employees and contractors, consultants and clients where the agreement is that the Department is responsible for the arrangement and cost of travel of such persons.
- 5.1.2 The Department has a formal Travel Policy in place that must be adhered to by all Travellers.
- 5.1.3 The Travel Management Company (TMC) will make all reservations in line with the Travel Policy.

- 5.1.4 The TMC must ensure that the final selection of flights, hotels and other services is authorised prior to the issuing of air tickets, vouchers and other travel documentation.
- 5.1.5 Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the Travel Management Company's account.
- 5.1.6 The participation in third party incentive schemes promoting sales of a specific product etc. is not allowed.
- 5.1.7 The TMC will create Traveller Profiles for all Travellers and ensure that the information is updated.
- 5.1.8 The TMC will assist to manage the third party service providers by addressing service failures and complaints against these service providers.

## **5.2. Reservations**

- 5.2.1. The TMC will always endeavour to make the most cost effective travel arrangements while taking the convenience and requirements of the Traveller into consideration.
- 5.2.2. The TMC must have a full understanding of all the destinations and routings to be able to advise the Traveller of alternative plans that are more cost effective and more convenient where necessary.
- 5.2.3. The Department reserves the right to request proof that the TMC has requested a minimum of three (3) price comparisons/quotations for travel requests.
- 5.2.4. The TMC will book the negotiated discounted fares and rates where possible.
- 5.2.5. The TMC will respond timely and process all requests, changes and cancellations timeously and accurately.
- 5.2.6. The TMC will advise the Traveller of all visa and inoculation requirements well in advance.
- 5.2.7. The TMC will assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.
- 5.2.8. The TMC must also facilitate any reservations that are not bookable on the Global Distribution System (GDS).
- 5.2.9. The TMC will facilitate the bookings that are generated through their own or third party Online Booking Tool (OBT) where it can be implemented.
- 5.2.10. The TMC will also facilitate the bookings that are generated through the online request and approval system to be implemented in the near future.

## **5.3 Air Travel**

- 5.3.1 The TMC must be able to book full service airlines as well as low cost carriers.
- 5.3.2 The TMC should obtain three or more price comparisons/quotations where applicable to present the most cost effective and practical routing to the Traveller.
- 5.3.3 The airline ticket/electronic air ticket must include the applicable agreement number and the individual loyalty program number of the Traveller (if applicable). The following information should be displayed on the ticket: ticket number, name of traveller, depart and destination and the costs there of.
- 5.3.4 The airline ticket must include the applicable agreement number and the individual loyalty program number of the Traveller (if applicable).

- 5.3.5 The TMC will also assist with the booking of charters on an ad hoc basis. This will include the booking of charter services for VIPs utilising the existing transversal term contract where applicable as well as the sourcing of alternative service providers for other charter requirements.
- 5.3.6 The TMC will be responsible for the tracking and management of unused e-tickets.
- 5.3.7 Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)
- 5.3.8 The TMC must during their report period provide proof that bookings were made against the discounted rates on the published fairs where applicable.
- 5.3.9 Airline tickets must be delivered electronically (SMS and/or email format) to the traveller(s) and travel bookers promptly after booking before the departure times.

#### **5.4 Accommodation**

- 5.4.1 The TMC will obtain price comparisons within the maximum allowable rate matrix as per the instruction of the National Treasury.
- 5.4.2 The TMC will obtain three price comparisons from accommodation establishments taking the maximum allowable rate, the proximity of the establishment in relation to the place of business and the convenience of the traveller into account.
- 5.4.3 This includes planning, booking, confirming and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with the Department's travel policy.
- 5.4.4 Accommodation vouchers must be issued to all departmental travellers for accommodation bookings and must be invoiced to the relevant Department as per arrangement. Such invoices must be supported by a copy of the original hotel accommodation charges.
- 5.4.5 The TMC must during their report period provide proof that accommodation rates were booked within the maximum allowable rates as per the cost containment instruction of the National Treasury.
- 5.4.6 Cancellation of accommodation bookings must be done promptly to guard against no show and late cancellation fees.

#### **5.5 Car Rental and Shuttle Services**

- 5.5.1 The TMC will book the approved category vehicle in accordance with the Travel Policy with the appointed car rental service provider from the closest rental location.
- 5.5.2 The travel consultant should advise the Traveller on the best time and location for collection and return considering the Traveller's specific requirements.
- 5.5.3 For international travel the TMC will offer alternative ground transportation to the Traveller that include rail, buses and transfers.
- 5.5.4 The TMC will book transfers in line with the Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.
- 5.5.5 The TMC must during their report period provide proof that negotiated rates were booked.

## **5.6 After Hours and Emergency Services**

- 5.6.1** A consultant or team of consultants should be available to assist Travellers with after hours and emergency reservations and changes to travel plans.
- 5.6.2** A dedicated consultant/s must be available to assist VIP Travellers with after hour or emergency reservations.
- 5.6.3** After hours' services must be provided from Monday to Friday outside the official hours and twenty-four (24) hours on weekends and Public Holidays.
- 5.6.4** A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.
- 5.6.5** The TMC 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.

## **5.7 Communication**

- 5.7.1** The TMC must establish communication with all the stakeholders that include the Travellers, Travel Bookers, service providers, Supply Chain Management and the finance directorates.
- 5.7.2** The TMC can be requested to conduct workshops and training sessions for Travellers and Travel Bookers.
- 5.7.3** All enquiries must be investigated and prompt feedback be provided in accordance with the Service Level Agreement agreed to by the department and the appointed TMC.

## **5.8 Financial Management**

- 5.8.1** The TMC must implement the rates negotiated by National Treasury with travel service providers or the discounted airfares or the maximum allowable rates established by the National Treasury, where applicable.
- 5.8.2** The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to department for payment within the agreed time period.
- 5.8.3** Cost savings must be achieved and this must be reported and proof provided during monthly and quarterly reviews.
- 5.8.4** The TMC will be required to offer a 30-day bill-back account facility to accommodation establishments and ground transportation service providers that are utilised by the Travellers.
- 5.8.5** In certain instances where department has a travel lodge card in place, the payment of air, accommodation and ground transportation is consolidated through a corporate card vendor.
- 5.8.6** The pre-payments required by certain establishments will be processed by the TMC. These pre-payments are often requested at the last minute for same day bookings.
- 5.8.7** The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to the department's Supply Chain Directorate within the agreed timeframes (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 the credit card statement.

**5.8.8** The TMC will settle the Travel service providers' accounts within the agreed payment terms.

## **5.9. Technology and Management Information**

**5.9.1.** The TMC must have the capability to consolidate all management information into a single source document.

**5.9.2.** Should future development require the utilisation of a particular GDS, the TMC should utilise the Government's selected GDS, even if it means a different GDS that the TMC is currently using.

**5.9.3.** The implementation of an Online Booking Tool to facilitate domestic bookings must be considered to optimise the services and related fees.

**5.9.4.** The TMC must provide a data feed to the National Treasury in the prescribed format and technical specifications.

**5.9.5.** All management information and data input must be accurate.

**5.9.6.** Reports must be accurate and provided as per the specifications at the agreed time. Information must be available on a transactional level that reflect detail including the name of the Department and Traveller, date of travel, spend category, supplier.

**5.9.7.** Reports must be available in an electronic format for example Microsoft Excel. No PDF documents will be accepted.

**5.9.8.** Service Level Agreements reports must be provided on the agreed date. It will include but will not be limited to the following:

### **a. Travel**

- i. After hours' reservations;
- ii. Compliments and complaints;
- iii. Consultant Productivity Report;
- iv. Long term accommodation and car rental;
- v. Extension of business travel to include leisure;
- vi. Upgrade of class of travel (air, accommodation and ground transportation);
- vii. Bookings outside Travel Policy (e.g. bookings less than 7 days prior to departure).

### **b. Finance**

- i. Reconciliation of commissions/rebates or any volume driven incentives;
- ii. Creditor's ageing report;
- iii. Creditor's summary payments;
- iv. Daily invoices;
- v. Reconciled reports for Travel Lodge card statement;
- vi. No show report;

- vii. Cancellation report;
- viii. Receipt delivery report;
- ix. Monthly Bank Settlement Plan (BSP) Report;
- x. Refund Log;
- xi. Open voucher report, and
- xii. Open Age Invoice Analysis.

5.9.9. The TMC will 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.

5.9.10. National Treasury will provide additional reporting requirements to be submitted on a monthly basis as prescribed by Cost Containment Instructions and National Travel Policy Framework.

## **5.10. Account Management**

5.10.1. The TMC must ideally appoint an Account or Business Manager that is ultimately responsible for the management of the account.

5.10.2. The necessary processes should be implemented to ensure good quality management and ensuring Traveller satisfaction at all times.

5.10.3. A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.

5.10.4. The Service Level Agreement (SLA) must be managed and customer satisfaction surveys conducted to measure the performance of the TMC.

5.10.5. During Reviews comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

5.10.6. Ensure that workshops/training is provided to Travellers and/or Travel Bookers

## **5.11. Value Added Services**

The TMC must also provide the following value added services:

5.11.1. Destination information for regional and international destinations:

- a. Health warnings;
- b. Weather forecasts;
- c. Places of interest;
- d. Visa information;
- e. Travel alerts;
- f. Location of hotels and restaurants;
- g. Information including the cost of public transport;
- h. Rules and procedures of the airports;
- i. Business etiquette specific to the country, and
- j. Airline baggage policy.

- 5.11.2. Supplier updates;
- 5.11.3. Electronic voucher retrieval via web and smart phones;
- 5.11.4. SMS notifications for travel confirmations;
- 5.11.5. Travel audits;
- 5.11.6. Global Travel Risk Management;
- 5.11.7. VIP services for Executives that include check-in support, etc.

## **5.12. Cost Management**

- 5.12.1. The Travel Policy is establishing a basis for a cost savings culture throughout the entire Department.
- 5.12.2. It is the obligation of the Traveller and the Authorising Official to ensure that the most cost effective option is selected at all times.
- 5.12.3. The TMC plays a pivotal role to provide high quality travel related services that are designed to strike a balance between effective cost management and flexibility.
- 5.12.4. The TMC should have in-depth knowledge of the service provider products, to be able to provide the best option and alternatives that are in accordance with the 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.

## **5.13. Reimbursement of Services Rendered**

- 5.13.1. A transaction fee will be paid to the TMC for services rendered.
- 5.13.2. The purpose of the transaction/management fee is to compensate the TMC for the quality services rendered and at the same time support a sustainable business model that will be beneficial to the TMC and department.
- 5.13.3. 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.

## **5.14. Technology, Management Information and Reporting**

- 5.14.1. The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools;
- 5.14.2. The TMC may implement an Online Booking Tool to facilitate domestic bookings to optimise the services and related fees;
- 5.14.3. All management information and data input must be accurate;
- 5.14.4. The TMC will be required to provide the department with a minimum of one (1) standard monthly report that is in line with the National Treasury's Cost Containment Instruction reporting template requirement at no cost;

- 5.14.5. Reports must be accurate and be provided as per department specific requirements at the agreed tie. Information must be available on a transactional level that reflect detail including the name of the traveler, date of travel, spend category (example air travel, shuttle, accommodation, etc.);
- 5.14.6. Department may request the TMC to provide additional management reports;
- 5.14.7. Reports must be available in an electronic format for example Microsoft Excel; and
- 5.14.8. The TMC will implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorized parties.
- 5.14.9. Quarterly reviews are required to be presented by the TMC on all departmental travel activity in the previous three-month period. These reviews must be comprehensive and presented to relevant department's procurement and finance teams as part of the performance management reviews based on the service level agreements.
- 5.14.10. **Annual Reviews are also required to be presented to relevant department's Senior Executives.**
- 5.14.11. **The above Travel Reviews will include information as indicated by the department.**

## **6. DURATION OF CONTRACT**

- 6.1 The Travel Management Companies will be appointed to provide travel management services for a three year period. The Department reserves the right to extend for an additional twelve months.

## **7. BID INFORMATION SESSION**

- 7.1. You are invited to attend the compulsory Bid Information Session that is scheduled for the following date:
- **Date:10 March 2022**
  - **Time: 09:00am**
  - **Venue:18 Hartley road, Hamilton, Bloemfontein (Public Works and Infrastructure: Property Management)**
- 7.2. The session will provide Bidders with an opportunity to obtain clarity on certain aspects of the process as set out in this document and to address any substantial issues they might have.
- 7.3. The State reserves the right to answer questions at the session or to respond formally after the briefing session.

## **8. OUTCOMES AND DELIVERABLES**

- 8.1. The department require that accommodation, road and air travel including charter flights in respect of its officials be made by a Travel Agency, with due consideration to the following:
- 8.2.1 The travel, accommodation will only be for official reasons and in the interest of the Department.
- 8.2.2 All air tickets and travel documentation including vouchers/ shall be timeously delivered, faxed and/or emailed to the correct Booking Officer of the department who issued an order, as well as the service provider (e.g. hotel/B&B who will be providing the service required by the department)

- 8.2.** The Travel Agency must plan, arrange and change accommodation bookings on instructions from the Booking Officer. Each accommodation voucher/ proof of payment handed to the Booking Officer must contain but not limited to the following:
- 8.2.1** The personal details of the official
  - 8.2.2** The booking details
  - 8.2.3** The limit of the Department's liability
- 8.8.** Any charge to be levied by the Travel Agency to the department in respect of flight bookings must be in accordance with ASATA/IATA travel rates. The Travel Agency must negotiate contracts with service providers of accommodation and transport on a contract basis, so as to gain maximum cost benefit which must be passed on to the department. The Department may therefore request proof from the Travel Agency over the duration of the contract.
- 8.9.** The Agency/s must ensure that no adverse effect on service delivery is experienced by the department.
- 8.10.** The Travel Agency must negotiate its own terms of settlement with service providers.
- 8.11.** Each order must be invoiced separately clearly quoting the relevant order number. In the case of group bookings such as with conferences, the department will generate a specific order for which an invoice must be submitted. The invoice is to also quote the departmental order number and submitted within 30 days after the services have been rendered.
- 8.12.** The Travel Agency will be required to accept that payment will be made within 30 calendar days of the receipt of the correct invoice. Payment will not be made against invoices that do not have an order number or which are under dispute until such time that the matters under dispute have been resolved.
- 8.13.** With regards to accommodation, the Department's liability will be limited to what has been booked per order.
- 8.14.** The Travel Agency must provide details of the Car Hire Company contracted with in order to ensure that super cover insurance is provided. The Travel Agency must ensure that proper arrangements are made to have a car available and the department is not found to be arranging a separate contract with the car hiring company. The Travel Agency must also ensure that no separate invoice is issued by the car hiring company to the department. It is preferable for the Travel Agency to be contracted to more than one Car Hire Company.
- 8.15.** The successful Travel Agency will be required to negotiate supplier discounts on behalf of the department and pass any discounts received from the third party to the department.
- 8.16.** The Travel Agency will be required to familiarize themselves with internal departmental procedures relating to the service and provide free training to the Booking Officers nominated by the department on the booking procedure to be followed.
- 8.17.** It is required that a comprehensive Travel Agency service profile including administrative support functions be provided. The Travel Agency must have a fully fledged office/s within Free State.
- 8.18.** Personnel from the Travel Agency(s) must be available on a 24 hour basis, as and when required, so that enquiries and unexpected changes to a travel plan or accommodation can be facilitated.
- 8.19.** In order to cater for the special needs of the Executive Authority, Head of Department (HOD) and Deputy Director General (DDG) of department a dedicated VIP Service is a key requirement. The following information must be provided with regard to the bidder's VIP Service:
- 8.19.1.** Confirmation that the VIP Service is in existence and that it will be available to service the department 24 hours per day, 7 days per week and 365 days per year for the duration of the project.
  - 8.19.2.** Personalized service offered by the Bidder's VIP Service in particular the following:
    - a.** Tailor made travel service available for Executive Authorities, Head of Department (HOD) and Deputy Director General (DDG) of department.
    - b.** Travel arrangements according to the Executive Authority, Head of Department (HOD) and Deputy Director Generals (DDG) travel's needs.
  - 8.19.7.** Staff compliment of the Bidder's VIP Service consultants, number of relevant years of experience of VIP consultants and Knowledge base of the VIP Consultants.
  - 8.19.7.** Flexibility offered by the bidder's VIP Desk in particular:
    - Personal one on one mobile/ on site travel consultation.
    - Document delivery during and outside office hours.
  - 8.19.7.** Reference project with contactable references.
- 8.20.** The Travel Agency must have a dedicated Strategic Relationship Manager who will be responsible for this account and be available 24 hours a day, seven days a week and 365 per year for the duration of this project.
- 8.21.** The bidder must have a Complaints and Compliments Channel easily accessible to the end users. Such a channel must have an ability to track all the complaints and feedback must be provided to the department and the

concerned end user. Monthly reports of incidents must be generated setting out the incidents reported and action taken.

**8.22. Management Reports, as required by department, must include the following:**

**8.22.1.** Detailed expenses incurred per month for each service shall be submitted to the Department within seven (7) days of the following month for monitoring and audit purposes.

**8.22.2.** The reports must reflect detailed amounts per Debtors Account and reflect a breakdown of each service.

**8.22.3.** Specific reports required such as outstanding orders (reflected per order number), invoices

- a. outstanding and a general statement of accounts (per account) indicating payments all outstanding
- b. accounts.

**9. FEE STRUCTURES/SERVICE FEES (Price pages for bid purposes SBD 3.2)**

**9.1** In order to evaluate all bids on the same basis, bidders are to complete the tables below. It will form part of the overall costing and evaluation of this bid. Bidders are to indicate prices for the first year and an escalation percentage for the second and third years. Bidders are also advised that the Department will only make use of the reputable air travel service providers as well as car hire / shuttle services.

**9.1.1** Domestic: Air Travel

**9.1.2** International: Air Travel

**9.1.3** Charter Flights

**9.1.4** Car Hire/Transport

**9.1.5** Accommodation

**9.1.6** Bundle Fee

**10. COSTING**

**10.1** Prices must be inclusive of all costs i.e. VAT, transport, etc.

**10.2** Billing mechanisms, i.e. detailed monthly invoice per individual and summarized invoice per department before the 7<sup>th</sup> of the following month.

**10.3** List value added proposition e.g. percentage (%) discount offered.

**10.4** Copies of price comparisons/quotations and third party detailed invoices for car rental and accommodation should be obtained and submitted together with invoice/s per individual. In the cases of Air Transport, service providers are required to provide copy/ies of an Electronic Ticket Receipt or 3rd party invoice as proof of bookings. If it was not possible to obtain price comparisons/quotations for travel requests, reasons must be provided.

**10.5** The Department requires bidders to use the Transaction Fee model.

**10.6 Transaction Fees**

**10.6.1** 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.

**10.6.2** The bidder must further indicate the estimated percentage split between **Traditional Booking** and **On-line Bookings**.

**10.7 Volume Driven Incentives**

**10.7.1** It is important for bidders to note the following when determining the pricing:

- a. National Treasury has implemented cost containment measures which must be implemented and enforced by the Department. Travel Management Services Companies are required to adhere to such cost containment measures whereby negotiated non-commissionable fares and rates with various airlines carriers and other service providers were negotiated by the National Treasury;
- b. No override commissions earned reservations will be paid to the TMC's;
- c. An open book policy will apply and any commissions earned will be reimbursed; and
- d. TMC's are to book these negotiated rates or the best fare available, whichever is the most cost effective for the institutions.

**11. PERIOD OF CONTRACT**

**11.1** The travel agency contract will be running for a period of 3 years from the date of approval of the contract.

**12. PRICE ADJUSTMENTS**

**12.1** No price adjustments will be allowed during the 1st year of the contract period, it will only be considered on the anniversary of the contract using Consumer Price Index (CPI) read with SBD 3.2 (Price Adjustments).

## **SECTION 4: CONTRACT DATA (GCC)**