



REQUEST FOR QUOTATION

The South African Qualifications Authority (SAQA) invites all interested parties to submit bids for the requirements stipulated below:

RFQ DOCUMENT NUMBER:	SAQA - TMS
RFQ ISSUE DATE	02 November 2022
RFQ CLOSING DATE AND TIME:	11 November 2022 @ 11H00
PRICING VALIDITY PERIOD	90 days from the RFQ closing date
DESCRIPTION	TRAVEL MANAGEMENT SERVICES FOR THREE YEARS
PERIOD OF CONTRACT	3 YEARS (36 months)
BRIEFING SESSION	No Briefing Session
RFQ RESPONSE ADDRESS	Responses to this RFQ must be emailed to the following address: rfq@saga.co.za
ENQUIRIES	Mr Jeremy Thomas: rfq@saga.co.za

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SECTION 1: TERMS OF REFERENCE

1. INTRODUCTION

- 1.1. The South African Qualifications Authority (SAQA) is a juristic person under the National Qualifications Framework Act, 67 of 2008 (NQF Act) and a schedule 3(A) national public entity under the Public Finance Management Act, 1 of 1999. SAQA performs its statutory functions subject to the NQF Act and is responsible for overseeing the implementation and further development of the National Qualifications Framework (NQF) and ensuring the achievement of its objectives.

- 1.2. The objectives of the NQF are to –
 - 1.2.1. create a single integrated national framework for learning achievements.
 - 1.2.2. facilitate access to, and mobility and progression within, education, training and career paths.
 - 1.2.3. enhance the quality of education and training; and
 - 1.2.4. accelerate the redress of past unfair discrimination in education, training, and employment opportunities.

- 1.3. The NQF consists of three qualifications sub-frameworks (for [a] General and Further Education and Training, [b] Higher Education and [c] Trades and Occupations) and its objectives are designed to contribute to the full personal development of each learner and the social and economic development of the nation at large.

- 1.4. SAQA is the custodian of the NQF, coordinates the three qualifications sub-frameworks and plays a pivotal role in the entire education and training sector.

2. **PURPOSE**

The purpose of this Request for Proposal (RFP) is to appoint a suitably qualified service provider to provide SAQA travel management services for three years, which include the following:

- a) Domestic and International air travel services.
- b) Visa, passport, inoculations, medical and travel insurance services.
- c) Domestic and International car hire and shuttle services.
- d) Domestic and International hotel, B & B accommodation services.

3. **SCOPE OF SERVICES REQUIRED**

The following scope of services form part of the services component and are required in line with service level standards:

General

3.1 The contracted services will be provided to all Travelers travelling on behalf of the South African Qualifications Authority. This will include employees, contract workers, selected interns, consultants, and clients where the agreement is that SAQA is responsible for the arrangement and cost of travel of such persons.

3.2 The National Treasury has implemented a formal Travel Policy that is enforced by all components of government and must be adhered to by all Travellers.

3.3 The Travel Management Company (TMC) will make all reservations in line with the SAQA SCM Policy and the applicable National Treasury Travel Management Policy Framework and Cost Containment Measures.

3.4 The TMC must ensure that the final selection of flights, hotels and other services are authorized by SAQA SCM before the issuing of any tickets, vouchers, and other travel documentation.

3.5 Penalties incurred because of the inefficiency or fault of a travel consultant will be for the Travel Management Company's account.

- 3.6 Participation in third-party incentive schemes promoting sales of a specific product etc. is not allowed.
- 3.7 The TMC will create Traveller Profiles for all Travellers and ensure that the information is updated timeously.
- 3.8 The TMC will assist to manage the third-party service providers by addressing service failures and complaints against these service providers.

4. Reservations

- 4.1 The TMC must always endeavour to make the most cost-effective travel arrangements while taking the convenience and requirements of the SAQA Traveller into consideration.
- 4.2 The TMC must have a full understanding of all the destinations and routes to be able to advise the SAQA Traveller of alternative plans that are more cost-effective and more convenient where necessary.
- 4.3 A minimum of three (3) price comparisons/quotations must be obtained for all travel requests, unless it is not possible in which case written reasons for not adhering to this requirement must be submitted by the TMC.
- 4.4 The TMC will book the negotiated discounted fares and rates where possible and advise SAQA on all government always negotiated rates and utilize these discounted facilities.
- 4.5 The TMC will respond timely and process all requests, changes, and cancellations timeously and accurately.
- 4.6 The TMC will advise the Traveller of all visa and inoculation requirements well in advance.
- 4.7 The TMC will assist with the arrangement of foreign currency and the issuing of medical and travel insurance for international trips where required.
- 4.8 The TMC must also facilitate any reservations that are not bookable on the Global Distribution System (GDS).

- 4.9 The TMC will facilitate the bookings that are generated through their own or third-party Online Booking Tool (OBT) where it can be implemented.
- 4.10 The TMC will also facilitate the bookings that are generated through the online request and approval system when implemented by the SAQA.

5. Air Travel

- 5.1 The TMC must be able to book full-service airlines as well as low-cost carriers.
- 5.2 The TMC should obtain three or more price comparisons/quotations where possible to present the most cost-effective and practical routing to the Traveller.
- 5.3 The airline ticket/electronic air ticket must include the applicable agreement number and the individual loyalty program number of the SAQA Traveller (if applicable). The following information should be displayed on the ticket: ticket number, name of the traveller, departure and destination and the costs thereof.
- 5.4 The airline ticket must include the applicable agreement number and the individual loyalty program number of the SAQA Traveller (if applicable).
- 5.5 The TMC will be responsible for the tracking and management of unused e-tickets.
- 5.6 Ensure that SAQA travellers are always informed of any travel news regarding airlines (like baggage policies, checking-in arrangements, etc.)
- 5.7 The TMC must during their report period provide proof that bookings were made against the discounted rates on the published fare where applicable.
- 5.8 Airline tickets must be delivered electronically (SMS and/or email format) to the SAQA traveller(s) and travel bookers promptly after booking before the departure times.

6. Accommodation and Conference Venue Hire

- 6.1 The TMC will obtain price comparisons within the maximum allowable rate matrix as per

the instruction of the applicable National Treasury Cost Containment and Travel Management Policy Framework

6.2 The TMC will obtain three price comparisons from accommodation establishments taking the maximum allowable rate, the proximity of the establishment concerning the place of business and the convenience of the SAQA traveller into account. Where it is not possible or practical to obtain three quotations, the TMC must indicate this in writing to the SAQA accordingly. This includes planning, booking, confirming, and amending accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) following the SAQA 's travel policy.

6.3 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.

6.4 Cancellation of accommodation bookings must be done promptly to guard against no-shows and late cancellation fees.

7. Car Rental and Shuttle Services

7.1 The TMC will book the approved category vehicle per the SAQA and National Treasury Travel Policy with the appointed car rental service provider from the closest rental location.

7.2 The travel consultant should advise the SAQA Traveller on the best time and location for collection and return considering the Traveller's specific requirements.

7.3 For international travel the TMC will offer alternative ground transportation to the SAQA Traveller that includes rail, buses and or ferry transfers.

7.4 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.

7.5 The TMC must during their report period provide proof that negotiated rates were booked along with the three quotations provided from suppliers.

8. After Hours and Emergency Services

8.1 A consultant or team of consultants should be available to assist SAQA Travellers with after-hours and emergency reservations and changes to travel plans, subject to approval by the delegated authority.

8.2 A dedicated consultant/s must be available to assist VIP Travellers with after-hour or emergency reservations.

8.3 After-hours services must be provided from Monday to Friday outside the official hours and twenty-four (24) hours on weekends and Public Holidays.

8.4 A call centre facility or after-hours contact number should be available to all SAQA travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.

8.5 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.

9. Communication

9.1 The TMC must establish communication with all the stakeholders that include the SAQA Travellers, Travel Bookers, service providers and the SAQA Finance unit.

9.2 The TMC can be requested to conduct workshops and training sessions for SAQA Travellers and Travel Bookers.

9.3 All enquiries must be investigated, and prompt feedback be provided per the Service Level Agreement agreed to SAQ.

10. Financial Management

10.1 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.

- 10.2 The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to SAQA for payment within the agreed period.
- 10.3 Cost savings must be achieved, and this must be reported, and proof provided during monthly and quarterly reviews.
- 10.4 The TMC will be required to offer a 30-day bill-back account facility to accommodation establishments and ground transportation service providers that are utilized by the SAQA Travellers.
- 10.5 In certain instances where the SAQA have a travel lodge card in place, the payment of air, accommodation and ground transportation is consolidated through a corporate card vendor.
- 10.6 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.
- 10.7 The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to the SAQA within the agreed period (e.g., weekly). This includes attaching the Travel Authorization or Purchase Order and other supporting documentation to the invoices reflected on the Service provider bill-back report or the credit card statement.
- 10.8 The TMC will settle the Travel service providers' accounts within the agreed payment terms of 30 days.

11. Technology and Management Information

- 11.1 The TMC must have the capability to consolidate all management information into a single source document.
- 11.2 The implementation of an Online Booking Tool to facilitate domestic bookings must be

considered to optimize the services and related fees.

11.3 All management information and data input must be accurate.

11.4 Reports must be accurate and provided as per the specifications at the agreed time. The information must be available on a transactional level that reflects detail including the SAQA Traveller name, date of travel, spend category, supplier, etc.

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

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

11.6.1 Travel

- a) After-hours reservations.
- b) Compliments and complaints.
- c) Consultant Productivity Report.
- d) Long-term accommodation and car rental.
- e) Extension of business travel to include leisure.
- f) Upgrade the class of travel (air, accommodation and ground transportation);
- g) Bookings outside Travel Policy (e.g., bookings less than 7 days before departure).

11.6.2 Finance

- a) Reconciliation of commissions/rebates or any volume-driven incentives.
- b) Creditor's ageing report.
- c) Creditor's summary payments.
- d) Daily invoices.
- e) Reconciled reports for Travel Lodge card statement.
- f) No show reports.
- g) Cancellation report.
- h) Receipt delivery report.
- i) Monthly Bank Settlement Plan (BSP) Report.

- j) Refund Log.
- k) Open voucher report, and
- l) Open Age Invoice Analysis.

11.7 The TMC will implement all the necessary processes and programs to ensure that all the data is always secure and not accessible by any unauthorized parties.

11.8 The National Treasury will provide additional reporting requirements to be submitted monthly as prescribed by the Cost Containment Instructions and National Travel Policy Framework.

12. Account Management

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

12.2 The necessary processes should be implemented to ensure good quality management and always ensuring SAQA Traveller satisfaction.

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

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

12.5 During reviews, comprehensive reports on the travel spend and performance in terms of the SLA must be presented.

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

13. Value Added Services

13.1 The TMC must also provide the following value-added services:

13.1.1 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.

13.1.2 Supplier updates:

- a) Electronic voucher retrieval via web and smartphones.
- b) SMS notifications for travel confirmations.
- c) Travel audits.
- d) Global Travel Risk Management.
- e) VIP services for Executives that include check-in support, etc.
- f) Cost Management.

13.2 The Travel Policy is establishing a basis for a cost savings culture throughout the SAQA.

13.3 The SAQA Traveller and the Authorizing Official must ensure that the most cost-effective option is always selected.

13.4 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.

13.5 The TMC should have in-depth knowledge of the service provider products, to be able to provide the best option and alternatives that are per the Travel Policy to ensure that the SAQA Traveller reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost-effectively and in time to carry out his/her business.

14. Payment for services rendered

14.1 A transaction fee will be paid to the TMC for services rendered which form the contract value of the contract and SLA. Payments for the actual services are paid by implication and do not form part of the service contract spend.

14.2 The purpose of the transaction and management fees 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 the SAQA.

14.3 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.

15. Reporting

15.1 The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.

15.2 The TMC may implement an Online Booking Tool to facilitate bookings to optimize the services and related fees.

15.3 The TMC will be required to provide the SAQA 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.

15.4 The Report must be accurate and be provided as per specific requirements at the agreed time. The information must be available on a transactional level that reflects detail including the name of the traveller, date of travel, and spend category (for example air travel, shuttle, accommodation, etc.).

15.5 SAQA may request the TMC to provide additional management reports.

15.6 Reports must be available in an electronic format for example Microsoft Excel.

15.7 The TMC will implement all the necessary processes and programs to ensure that all the data is always secure and not accessible to any unauthorized parties.

15.8 Quarterly reviews are required to be presented by the TMC on travel activity in the previous three-month period. These reviews are comprehensive and presented to the contract management unit as part of the performance management reviews based on the service level.

16. DURATION OF CONTRACT

SAQA will enter into a three-year (36-month) service level agreement with the recommended service provider.

17. EVALUATION OF BID

3.1. The bid will be evaluated in 4 stages:

3.1.1. Stage 1: Administrative compliance

3.1.2. Stage 2: Mandatory requirements

3.1.3. Stage 3: Functionality evaluation

3.1.4. Stage 4: Price and B-BBEE

3.2. **Stage 1: Administrative compliance**

3.2.1. Bids will be screened to ensure compliance with all administrative requirements.

3.2.2. Bidders must ensure that they complete and sign all bid documents and that they attach all required documents in PDF format, including the Central Supplier Database details and information required by the RFQ.

3.2.3. Bids that do not comply with administrative compliance may be disqualified by SAQA.

3.3. **Stage 2: Mandatory requirements**

- 3.3.1. Bidders must ensure that they comply with all mandatory requirements of the RFQ to advance to Stage 3: Functionality Evaluation.
- 3.3.2. Bidders must provide SAQA with **proof of registration with the Association of South African Travel Agents (ASATA)** which is valid at the time of bidding, as the mandatory requirement for this Bid.
- 3.3.3. Bidders that do not comply with the mandatory requirements will be disqualified by SAQA.

3.4. **Stage 3: Functionality evaluation**

- 3.4.1. Bids will be evaluated and scored against the evaluation criteria set out below. A bid will be disqualified if it does not meet a “minimum rating to qualify” indicated for a criterion.

FUNCTIONALITY CRITERIA				
No.	Criteria	Sub-criteria	Weighting	Points
1	<p>Bidder's relevant experience for the assignment: (The bidder must attach duly signed and dated relevant reference letter(s) to qualify for the indicated points)</p>	<p>The reference letters must bear the letterheads of the organization/s where travel management service/s were successfully implemented:</p> <ol style="list-style-type: none"> 1. A bidder with no reference letters = 0 points 2. A bidder with one reference letter = 10 points 3. A bidder with two reference letters = 20 points 4. A bidder with at least three reference letters = 30 points 5. A bidder with four reference letters = 40 points 6. A bidder with five or more reference letters = 50 points <p>NB: Letters of agreement, contracts, or purchase orders may not replace relevant reference letters.</p>	50%	50
2	<p>The service provider must demonstrate by attaching the full CV of an Account Manager with experience, knowledge, skills, and ability to provide travel management services managing the SAQA contract</p>	<p>The CV must detail the experience in implementing and or maintaining travel management systems.</p> <ol style="list-style-type: none"> 1. Account manager with no travel management experience = 0 points 2. Account manager with 1-year travel management experience = 10 points 	50%	50

FUNCTIONALITY CRITERIA				
No.	Criteria	Sub-criteria	Weighting	Points
	(The bidder must attach the Curriculum Vitae (CV) to qualify for points)	3. Account manager with 2 years' travel management experience = 20 points 4. Account manager with 3 years' travel management experience = 30 points 5. Account manager with 4 years' travel management experience = 40 points 6. Account manager with 5 years' travel management experience = 50 points		
			TOTAL POINTS	100

3.4.2. A bidder must obtain a minimum of 80 points for functionality to qualify for evaluation on Price and B-BBEE. Bids scoring less than 80 points for functionality will be disqualified.

3.5. Stage 4: Price and B-BBEE

3.5.1. Bidders must complete the pricing schedule SBD 3.1 and submit it in a separate envelope.

3.5.2. Only qualifying bids will be evaluated in accordance with the 80/20 preference point system, as contemplated by the Preferential Procurement Framework Act 5 of 2000 and the Preferential Procurement Regulations, 2017.

Preference points will be awarded as contemplated by Regulations 6(2) and 7(2) of the Preferential Procurement Regulations, 2017 for attaining the B- BBEE status level in accordance with the table below:

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

3.5.3. Bidders must complete and submit the preference points claim form SBD 6.1 with satisfactory proof of B-BBEE status level if they wish to claim preference points.

4. **VALIDITY PERIOD OF PROPOSAL**

The bid proposal must remain valid in all respects for at least 90 days after the bid closing date.

5. **MAINTENANCE AND SUPPORT**

5.1. **Service Levels**

5.1.1. Service Levels - the bidder will be required to meet certain service turnaround times to affect service restorations as part of Technical On-Site/Off-Site Support services.

5.2. SERVICES LEVELS AND APPLICABLE PENALTIES

5.2.1. Service Delivery Management

SERVICE DELIVERY MANAGEMENT			
Service	Description	Target	Penalty
Response Times	The standard response time during working hours and after hours will be 1 hour. For urgent incidents, the response time will be within 15 minutes. For crisis incidents (e.g., loss of entire solution service), the response time will be immediate.	Minimum 100% response time required	10% of the monthly invoice amount
Monthly Account Management reports	Monthly reports/ Quarterly reports in line with SAQA requirements	100 % of reports / created on time as agreed	10% of monthly service costs

6. PENALTY MAXIMUM LIMIT AND SERVICE DISPUTES

7.1 The maximum penalties will be limited to 20% per month of the total monthly service delivery costs.

7.2 Should SAQA issue a service deficiency notice to the Service Provider four times in any rolling 6-month period, SAQA shall be entitled, but not obliged, to immediately terminate the contract in writing.

7.3 SAQA shall be entitled to deduct from any monies payable to the Service Provider, an amount equivalent to the value of any substandard performance or non-performance of any or all the Services by the Service Provider. SAQA, acting reasonably, shall in its discretion determine the amount of the deduction.

7.4 Without detracting from any other obligations of the Service Provider, the Service Provider shall render the Services in accordance with the service levels, and timeframes and subject to the penalties set out above.

7.5 The Service Provider shall not be entitled to any service credits should the Services be delivered within or ahead of target timeframes.

7.6 The deduction of a penalty by SAQA does not exempt the Service Provider from resolving the performance deficiency timeously, nor does it prevent SAQA from deducting further penalties until the performance deficiency is resolved by the Service Provider to SAQA's satisfaction.

7.7 SAQA reserves the right to enter into Service Disputes at any point in time with the view of contract cancellation, should the deliverables not be met on time during a Service Dispute, the service provider shall continue to render services per these service levels.

SECTION 2: PRICING - SBD 3.1

SBD 3.1

PRICING SCHEDULE – FIRM PRICES

(SERVICES)

NOTE: ONLY FIRM PRICES PER YEAR WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

NAME OF BIDDER:	RFQ NO.: SAQA - TMS
CLOSING TIME: 11h00	CLOSING DATE: 11 November 2022

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

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

TOTAL: R

2. The ceiling price must include all applicable taxes, including value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
3. The bidder confirms the correctness of the prices and rates quoted in its pricing proposal, and is solely responsible for, and bound by the pricing proposal submitted for this bid, including all calculations. The bidder accepts that any errors contained therein regarding prices, rates and calculations are at the bidder's own risk.

PRICING SCHEDULE IN THE ATTACHED EXCEL FORMAT FOR COMPLETION:

ANNEXURE A2: TRANSACTION FEE MODEL									
OFF-SITE SERVICES									
RFQ NO:									
RFQ NAME:									
BIDDER NAME:									
The bidders will be evaluated according to pricing and B-BBEE criteria.									
Bidders must indicate the pricing for Year One (1).									
CPI of 1% has been applied for Years Two (2) to Year Three (3). It remains the responsibility of the bidder to ensure that the calculations are correct when making use of this template. The Department of Sport, Arts and Culture will not take responsibility for incorrect calculations and only provided the template to make it easier for the bidders to calculate their final price.									
ITEM	Transaction Type	Estimated Number of Transactions Per Year for Evaluation purposes only	Transaction fee Year 1 (incl. VAT)		Transaction fee Year 2 (incl. VAT)		Transaction fee Year 3 (incl. VAT)		Total Price for Three (3) Years (Including VAT)
			Unit Price (incl VAT)	TOTAL Price (incl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	
1	Air Travel – International	10		R -	R -	R -	R -	R -	R -
2	Air Travel – Regional	4		R -	R -	R -	R -	R -	R -
3	Air Travel – Domestic	25		R -	R -	R -	R -	R -	R -
10	Car Rental (Without petrol card) All Types – International	10		R -	R -	R -	R -	R -	R -
11	Car Rental (Without petrol card) All Types – Regional	4		R -	R -	R -	R -	R -	R -
12	Car Rental (Without petrol card) All Types – Domestic	25		R -	R -	R -	R -	R -	R -
13	Transfers (Point 2 Point) and Shuttle – International	5		R -	R -	R -	R -	R -	R -
14	Transfers (Point 2 Point) and Shuttle – Regional	2		R -	R -	R -	R -	R -	R -
15	Transfers (Point 2 Point) and Shuttle – Domestic	4		R -	R -	R -	R -	R -	R -
16	Accommodation – International	10		R -	R -	R -	R -	R -	R -
17	Accommodation – Regional	4		R -	R -	R -	R -	R -	R -
18	Accommodation – Domestic	25		R -	R -	R -	R -	R -	R -
19	Train bookings – International	4		R -	R -	R -	R -	R -	R -
20	Train bookings – Regional	1		R -	R -	R -	R -	R -	R -
21	Train bookings – Domestic	4		R -	R -	R -	R -	R -	R -
23	Conferences/Events/Workshops Bookings (Full Service)	1		R -	R -	R -	R -	R -	R -
30	Visa and Passports Assistance (Provision of documents and advice)	10		R -	R -	R -	R -	R -	R -
31	Arranging air travel & medical insurance (Domestic & International)	10		R -	R -	R -	R -	R -	R -
33	Travel vaccines and advice	25		R -	R -	R -	R -	R -	R -
35	Changes or cancellations to bookings (flights, accommodation, car hire, transfers and shuttle etc.)	5		R -	R -	R -	R -	R -	R -
36	After Hours Services	10		R -	R -	R -	R -	R -	R -
38	Monthly Management Reports	36		R -	R -	R -	R -	R -	R -
Total		234		R -	R -	R -	R -	R -	R -
PRICE THAT WILL BE USED FOR EVALUATION PURPOSES				R					-

NB: The bidders must submit a detailed price breakdown on each item they proposed.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

contract.

SBD4

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

**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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the80/20..... 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	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
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);
- (e) **“EME”** means an Exempted Micro Enterprise 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;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise 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;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

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

4.1 In terms of Regulation 6 (2) and 7 (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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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 least 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		
OR		
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
.....
.....