



TRANSACTIONAL FEE MODEL (OFF-SITE SERVICES)

RFP NO:	DMPR/002/2025/26
RFP NAME:	THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS
BIDDER NAME	

1.1 TRANSACTION FEES

			ONLINE BOOKINGS		
ITEM	Transaction Type	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
1	Accommodation – Domestic	12000	R -	R -	R -
2	Accommodation – International	150	R -	R -	R -
3	Additional Ad-hoc Reports (per report)	10		R -	R -
4	After Hours Services	500		R -	R -
5	Air Travel – Domestic	7000		R -	R -
6	Air Travel – Domestic (Re-issue)	1500		R -	R -
7	Air Travel – International	50		R -	R -
8	Air Travel – International (Re-issue)	10		R -	R -
9	Air Travel – Regional	10		R -	R -
10	Air Travel – Regional (Re-issue)	3		R -	R -
11	Bus/Coach Bookings	10		R -	R -
12	Cancellations	3000		R -	R -
13	Car Rental – Domestic	5000		R -	R -
14	Car Rental – International	15		R -	R -
15	Changes to bookings	5		R -	R -
16	Charter flights	3		R -	R -
17	Conference Transaction Fee	6		R -	R -
18	Consultants Assistance with bookings after office hours	200		R -	R -
	Consultants Assistance with bookings during office hours	150		R -	R -
20	Courier services for travel documentation (visa & passports)	5		R -	R -
21	Customised Reports (per report)	10		R -	R -
22	Debtors Account Reconciliation	12		R -	R -
23	Parking bookings at airports	200		R -	R -
24	Refunds – Air Domestic	1500		R -	R -
25	Refunds – Air International	15		R -	R -
26	Refunds – Air Regional	10		R -	R -
27	SMS Notifications	20000		R -	R -
28	Train bookings – Domestic	5		R -	R -
29	Train bookings – International	5		R -	R -
30	Transfers/Shuttle – Domestic	5000		R -	R -
31	Transfers/Shuttle – International	10		R -	R -
32	Transfers/Shuttle – Regional	10		R -	R -
33	Travel Lodge card Reconciliation	12		R -	R -
34	Visa Assistance (Provision of documents and advice)	10		R -	R -
Total		56426			R -
Initial setup fee (Online booking tool)					
Price for the 1st year					R -
Price for the 2nd year, assuming 5% inflation adjustment					R -
Price for the 3rd year, assuming 5% inflation adjustment					R -
PRICE THAT WILL BE USED FOR EVALUATION PURPOSES					R -