



**competition commission**  
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29 MAY 2026

**BID NUMBER: BID0000014-26/27**

**DISCRIPTION OF BID: PROVISION FOR TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF THREE (3) YEARS**

**CONSOLIDATED QUESTION AND ANSWER DOCUMENT**

**QUESTION & ANSWERS:**

Clarity on submission on appointment of a service provider for provision of travel management services for a period of three years:

1. Kindly confirm the form of payment the CCSA utilises, i.e., lodge card, 30-day bill-back for air, accommodation car hire etc.  
**Payment method is a 30-day bill back for all travel services.**
2. Should we attach SBD 4 and general condition of contract because on the updated document they are not there Or should we complete only updated ones.  
**Bidders are required to submit required documents including the SBD 4, 6 and GCC as part of their proposal. The only changes are on the Terms of reference, SBD 1 and SBD 3 on the closing date.**