



WESTERN CAPE PROVINCIAL TREASURY TRAVEL CONTRACT: WCPT 04/2025/26

APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF A COMPREHENSIVE TRAVEL
MANAGEMENT SERVICE TO THE WESTERN CAPE PROVINCIAL TREASURY FOR THE PERIOD OF THREE
(3) YEARS

CLARIFICATION QUESTIONS AS RECEIVED FROM BIDDERS, AND ANSWERS AS PROVIDED BY THE DEPARTMENT

1. Question 1

On the Pricing Addendum items 16 (Bundle fee) do we provide Domestic or International bundle fee?

Answer: Bidders are required to provide the international bundle fee for Item 16

2. Question 2

In Pricing Annexure A, the totals in row 79 are currently referencing rows 40 to 63 instead of rows 54 to 77. Could the formulas please be updated to ensure that the correct range is included in the calculation?

Answer: The formula was not calculating the prices correctly and has therefore been updated. Please see the attached revised pricing addendum as RE-2025 PRICING ADDENDUM.

3. Question 3

Tender Clarification Request – Financial Management (Clause 5.13.1: Air Travel)

Kindly confirm the intended financial arrangement for air travel procurement as referenced in clause 5.13.1 of the tender document.

While the clause indicates that the TMC is required to purchase air travel tickets upon receipt of departmental authorisation, it does not explicitly state whether the TMC is expected to pre-fund air travel costs or whether such purchases may be processed via a centrally billed lodge card / central travel account, with the WCPT remaining the liable party.

Please confirm whether:

Air travel may be procured using a lodge card or centrally billed account, and

The TMC is not required to carry or pre-finance the cost of air travel, but rather facilitate procurement, reconciliation, and consolidated bill-back in line with clauses 5.13.2, 5.13.7, and 5.13.10.

Your confirmation will assist bidders in aligning their financial models accurately with the Department's intended payment mechanism.

Answer: With reference to your query regarding the financial arrangement for air travel procurement under Clause 5.13.1, please find the Department's clarification below:

- Pre-funding Requirement: In accordance with Clause 5.13.7, the successful bidder is required to provide a 30-day consolidated bill-back account facility.
- TMC Liability: The TMC is expected to facilitate the procurement and ensure that all travel supplier accounts are settled timeously as per Clause 5.13.11. This includes the responsibility for hotel deposits and prepayments to ensure officials do not use personal funds (Clause 5.3.2).
- Lodge Card/Central Billing: While the Department acknowledges the use of reconciliation against credit card statements (Clause 5.13.10), the primary expectation is that the TMC pre-finances the

cost of travel and provides a consolidated invoice to the Department for payment within 30 days (Clauses 5.13.7 and 15.8).

- Reconciliation: The TMC remains responsible for the full reconciliation of all transactions, regardless of the underlying payment instrument, to ensure accuracy before submitting the consolidated bill-back report to the Department's Finance Section (Clause 5.13.10).
- Bidders must ensure their financial models account for the capacity to provide this 30-day bill-back facility.

4. Question 4

Is Annexure A1 as advertised correct as it seems to be having a different tender description to that one on the actual bid?

Answer: The description on Annexure A1 as advertised is incorrect, see the amended one attached as [RE-Annexure A1 \(2\) – CV template](#)