



RFB 02-2023 : REQUEST FOR PROPOSAL FOR APPOINTMENT OF A TRAVEL MANAGEMENT AGENCY TO PROVIDE TRAVEL MANAGEMENT AND RELATED SERVICES INCLUSIVE OF ONLINE TRAVEL SOLUTIONS TO THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (DOJ&CD) AND THE NATIONAL PROCECUTING AUTHORITY (NPA) FOR A PERIOD OF THREE YEARS.

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Q	Bidder's Question	DOJ&CD's Response
1	What are values associated with the transaction numbers provide?	The previous year's values cannot be used due to the restrictions place by National Treasury on Travel
2	Section 3.3 (a) requires the TMC to provide an invoice hub. a. Does this currently exist? b. Does DOJ&CD have a system for updating this hub?	a. No b. No
3	How is the DOJ&CD and NPA currently split among TMCs? a. Will the current split continue in the new contract?	The DOJ&CD currently have more than one service provider currently rendering the services and the spilt is at a Provincial level. (a) The DOJ&CD reserves the right award to multiple bidders based either size or geographical considerations.
4	How long will take for DOJ & CD to source lodge card facility?	It will take approximately three months after award
5	Does DOJ & CD currently utilise an Online Booking Tool?	No
6	How will DOJ & CD Travel Management Services be managed? Centralised or Decentralised?	Decentralized – DOJ &CD and Magistracy to cost centre Centralised - NPA
7	To Section 3.3 (b) in the bid document: How are Travel Expenses currently managed from Capture to Review to Posting into your ERP for each Business Trip?	The TMC is currently capturing manual and invoice and statements are submitted per Province directly to Finance for payment
8	To Section 3.3 (b) in the bid document: What priority is placed on the Travel Expense Claim process in this RFB and are respondents expected to cover both Travel AND Expense management from a	No new RFB will be issue, all expenditure to be incurred in relation to Travel must be covered by the responded

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	system provisioning perspective in the respective response or will a separate RFB be issued for Expense Management specifically?	
9	To Section 3.3 (b) in the bid document: What ERP is currently in use and is required to be integrated to from a solution perspective?	None, the TMC must provide one to the department
10	Please advise if you can provide separate transactions and values for Magistrate.	The Magistrates are currently part of DOJ &CD and therefore there is no separate information.
11	Must we submit each account manager with their dedicated team?	Yes, separate dedicated Team for DOJ & CD; NPA and Magistracy (Judiciary)
12	Are we allowed to add an addendum it's an additional page in our letterhead?	Any information that the bidder deems to be relevant to the RFB can be added.
13	Number of service providers you intend to appoint?	The right to appoint one or more service provider (s) lies with the Accounting Officer of the department
14	Number of copies to submit for technical and financial proposals. Anything in USB?	One copy for Technical and one copy Financial proposal in separate envelopes (two envelopes submission). The USB is optional.
15	Annexure A2 page 21-point number 3,(ASATA Certificate) Bidders are required to submit a valid (as at closing date of the bid)ASATA certificate and provide proof of the license /certificate (certified copy or original certificate).ASATA only issue certificate of membership not licence kindly clarify if that meets the mandatory requirements?	A valid ASATA certificate of membership will meet the mandatory requirements.
16	Pricing Schedule is at 14%, must we edit to 15% or leave it as it is and add to the addendum?	The 14% VAT on a pricing schedule was a topographic error, the bidders are must calculate their pricing schedule at 15% VAT.
17	Do you require the online booking tool to be inclusive of an expense management system?	Yes, that will allow for Cost Centres to monitor their expenditure
18	Under Financial Stability the requirement is to provide an original bank guarantee letter – could we instead provide annual financial statements?	No, only the bank guarantee letter is required.

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19	Is sub-contracting allowed for this contract?	Sub-contracting is allowed.
20	Are bidders allowed to create more line items for "other services" which were not specified or named on Annexure A3, pricing submission template?	Yes, the bidder are allowed to create more lines which should be linked to the main line "Other Services", e.g. if other services is line 40, then 40(i) will be for the created line item and etc.
21	Does the Department currently have a travel lodge card in place or planning on obtaining / sourcing one?	No the Department does not have a travel lodge card however, but the Department is planning to obtain one