

Province of the Eastern Cape
Department of Transport
Directorate:
Sub-directorate:

Appointment of a suitable Service Provider(s) for the provision of
Travel Management Services in respect of air travel, car hire, venues
& conference facilities, accommodation and related services for the
Department of Transport for a contract period of 36 months

SCMU10-25/26-0001

TRAVEL MANAGEMENT PRICING SCHEDULE

*NB - The illustrated amounts indicated under unit/per booking and the total service amount quoted by service providers will be used for evaluation purposes: The percentage (%) charged will be utilized for contracting as a service fee.

Transaction Type	Unit or per booking	% Service Fee	% Service Fee (Excluding Vat)	% Service Fee (Including Vat)	TOTAL (Service fee & Transaction Type)
Flights		Eg 10%	R155	R178,25	
Air Travel – Domestic	R1 550	%			
Air Travel –International	R15 000	%			
Air Travel – Domestic (Re-issue)	R1 500	%			
Air Travel –International (Re-issue)	R15 000	%			
Accommodation					
Accommodation – Domestic	R1 550	%			
Accommodation – International	R1 550	%			
Car Hire					
Car Rental – Domestic	R2 500	%			
Car Rental – International	R2 500	%			
Transfers/Shuttle – Domestic	R2 500	%			
Transfers/Shuttle – International	R2 500	%			
Bus/Coach Bookings	R2 500	%			
Other Services					
Parking bookings	R200	%			
After Hours Services	R300	%			
Additional Ad-hoc Reports (per report)	R20	%			
Provisional Sum Per Year					

Conference venues & Facilities

Description	Percentage Fee
Conference Transaction Fee (as a % of the Total turnover of the event)	