



TEMPLATE 2: TRANSACTION FEE MODEL
OFF-SITE SERVICES

RFP NO:

W 11508

RFP NAME:

THE PROVISION OF TRAVEL MANAGEMENT FOR PERIOD OF 36 MONTHS TO THE
DEPARTMENT OF WATER AND SANITATION WESTERN CAPE

BIDDER NAME

1.1 TRANSACTION FEES

ITEM	Transaction Type	Estimated Volume	TRADITIONAL BOOKINGS			ONLINE BOOKINGS (N/A)		
			Unit Price (excl VAT)	Unit Price (Incl VAT)	TOTAL Price (Incl VAT)	Unit Price (excl VAT)	Unit Price (Incl VAT)	TOTAL Price (Incl VAT)
1	Air Travel – International	5	R	-	R	R	-	R
2	Air Travel – Regional		R	-	R	R	-	R
3	Air Travel – Domestic	400	R	-	R	R	-	R
4	Air Travel – International (Re-issue)		R	-	R	R	-	R
5	Air Travel – Regional (Re-issue)		R	-	R	R	-	R
6	Air Travel – Domestic (Re-issue)		R	-	R	R	-	R
7	Refunds – Air Domestic		R	-	R	R	-	R
8	Refunds – Air Regional		R	-	R	R	-	R
9	Refunds – Air International		R	-	R	R	-	R
10	Car Rental – Domestic	950	R	-	R	R	-	R
11	Car Rental – Regional		R	-	R	R	-	R
12	Car Rental – International		R	-	R	R	-	R
13	Transfers/Shuttle – Domestic	35	R	-	R	R	-	R
14	Transfers/Shuttle – Regional		R	-	R	R	-	R
15	Transfers/Shuttle – International	5	R	-	R	R	-	R
16	Accommodation – Domestic	1100	R	-	R	R	-	R
17	Accommodation – Regional		R	-	R	R	-	R
18	Accommodation – International	5	R	-	R	R	-	R
19	Bus/Coach Bookings		R	-	R	R	-	R
20	Train bookings – International		R	-	R	R	-	R
21	Visa Assistance							
22	(Provision of documents and advice)		R	-	R	R	-	R
23	Courier services for travel documentation		R	-	R	R	-	R
24	SMS Notifications		R	-	R	R	-	R
25	Parking bookings		R	-	R	R	-	R
26	Cancellations		R	-	R	R	-	R
27	Changes to bookings		R	-	R	R	-	R
28	After Hours Services	10	R	-	R	R	-	R
29	Additional Ad-hoc Reports (per report)		R	-	R	R	-	R
30	Customised Reports (per report)		R	-	R	R	-	R
31	Travel Lodge card Reconciliation		R	-	R	R	-	R
32	Debtors Account Reconciliation		R	-	R	R	-	R
33	Conferences/Events	10	R	-	R	R	-	R
34	E-hailing	5	R	-	R	R	-	R
35	Other (Specify)		R	-	R	R	-	R
36	Other (Specify)		R	-	R	R	-	R
37	Other (Specify)		R	-	R	R	-	R
Total		2525			R			R
			Percentage Traditional			Percentage Online		

1.2 CONFERENCE TRANSACTION FEE

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

1.3 COST ELEMENT BREAKDOWN

This cost breakdown will be used for price adjustment purposes. The formula for price adjustment is explained on the CPA tab.

Item	Cost Element	Percentage weighted contribution	Index
1	Compensation	50%	
2	Administration cost	10%	
3	Overheads	20%	
4	Interest on Overdraft	10%	
5	Other (Specify)	5%	
6	Other (Specify)	5%	
		100%	