



social development

Department:
Social Development
NORTHERN CAPE
REPUBLIC OF SOUTH AFRICA

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Date : 03 September 2026
Letlha :
Datum :
Umhia :

Reference :
Tshupelo
Verwysings:
Isalathiso :

ADDENDUM NO. 1: AMENDMENT AND ADMINISTRATIVE CORRECTIONS

BID NUMBER: NC/SOC/001/2026

BID DESCRIPTION: Rendering of travel agency services to the Department of Social Development, Northern Cape Province, for a period of 36 months

ORIGINAL CLOSING DATE: 29 September 2026

REVISED CLOSING DATE: NOT APPLICABLE (REMAINS 29 SEPTEMBER 2026)

TO: ALL PROSPECTIVE BIDDERS

This Addendum No. 1 is formally issued in accordance with the Supply Chain Management (SCM) Prescripts, the Preferential Procurement Policy Framework Act (PPPFA), and the Terms of Reference governing this bid.

Prospective bidders are hereby notified of crucial administrative corrections and clarifications. Please note that the technical scope of work, evaluation criteria weighting, and the closing date remain entirely unchanged.

Bidders must ensure absolute compliance with the following amendments prior to the closing deadline:

1 **COMPULSORY JOINT VENTURE (JV) CSD REGISTRATION AND REPORT [Refer to Note 2 of the bid document]**

Where a bid is submitted by a Joint Venture, Consortium, sub-contracting or Trust, a single, consolidated Joint Venture Central Supplier Database (CSD) Report must be submitted at the time of bid closure. Submissions consisting solely of separate, un-consolidated CSD reports for individual member entities will be deemed non-responsive and disqualified.

2 RETRACTION AND REPLACEMENT OF STANDARD BIDDING DOCUMENT 4 (SBD 4)

The SBD 4 (Bidder's Disclosure) form originally published in the initial bid pack is hereby retracted in its entirety due to an administrative update. Bidders are strictly directed to utilize, complete, and sign the revised SBD 4 form attached hereto. Failure to submit the newly revised SBD 4 form will result in the immediate disqualification of the bid submission.

3 FINANCIAL STATEMENTS AND CALCULATION OF POINTS

Bidders are clarified that the evaluation and calculation of points relating to submission of financial statements functionality, viability, or preference will be based exclusively on the bidder's audited or reviewed financial statements for the immediate past financial year [e.g. 2025/2026].

4 REINFORCEMENT OF TERMS OF REFERENCE (PARAGRAPH 10.1)

Bidders are strictly directed to take cognisance of Paragraph 10.1 of the Terms of Reference. All directives, compliance thresholds, and reporting requirements stipulated therein regarding financial statements remain fully enforceable and applicable.

REGULATORY NOTICE:

In compliance with National Treasury SCM instructions, this addendum is issued more than 10 days prior to the bid closing date. Consequently, **the closing deadline remains fixed for 29 September 2026 at 11:00 AM**. No late submissions or submissions utilizing retracted documentation will be evaluated.

ACKNOWLEDGEMENT OF RECEIPT

Bidders must sign, date, and attach a copy of this Addendum No. 1 to their final bid submission.

Name of Bidding Entity: _____

Authorized Signature: _____ Date: _____

Capacity of Signatory: _____



IMPORTANT NOTICE

NOTE 2



PLEASE NOTE THE FOLLOWING REGARDING BID DOCUMENTS SBD 4: BIDDER'S DISCLOSURE

- ❖ **SHOULD THE BIDDER BE INVOLVED IN A CONSORTIUM or JOINT VENTURE,
or SUB-CONTRACTING
EACH ENTITY MUST DECLARE ITS INTERESTS ON A SEPARATE SBD 4**
- ❖ **ATTACH A COPY OF ALL SHAREHOLDERS', OWNERS / MEMBERS IDENTITY DOCUMENTS**
- ❖ **COPY OF THE LEGAL AGREEMENT BETWEEN ENTITIES/PARTIES INVOLVED IN A CONSORTIUM
or JOINT VENTURE
THAT INDICATES THE PERCENTAGE [%] OF SHARES HELD RESPECTIVELY,
MUST ALSO BE ATTACHED TO BID DOCUMENTS.**
- ❖ **SEPARATE VALID TAX COMPLIANCE STATUS PIN CERTIFICATE OF PARTIES
INVOLVED IN A CONSORTIUM or JOINT VENTURE or SUB-CONTRACTING MUST BE
ATTACHED TO BID DOCUMENTS.**
- ❖ **A JOINT CENTRAL SUPPLIER DATABASE (CSD) FULL REPORT MUST BE SUBMITTED
BY PARTIES INVOLVED IN A CONSORTIUM or JOINT VENTURE or SUB-
CONTRACTING, INDICATING THE STATUS**
- ❖ **A TRUST, CONSORTIUM OR JOINT VENTURE OR SUB-CONTRACTING MUST SUBMIT
A SEPARATE SBD 6.1 POINTS CLAIM FORM FOR EVERY SEPARATE BID.**

FAILURE TO COMPLY WITH THESE PREREQUISITES SHALL RENDER A BID INVALID.



Department of Social Development
Northern Cape Provincial Government

Terms of Reference for rendering of travel agency services for a period of three (3) years i.e. 36 months

BID No. NC/SOC/001/2026

1 SCOPE

Travel agency services are required by the following offices in the Northern Cape Province:

- 1.1 Provincial Office, Kimberley (Latlhi Mabilo Complex).
- 1.2 Frances Baard District: Kimberley (N G Meyer Building).
- 1.3 Pixley Ka Seme District: De Aar.
- 1.4 John Taolo Gaetsewe District: Kuruman.
- 1.5 ZF Mgcawu District: Upington.
- 1.6 Namakwa District: Springbok.

2 Average travel and accommodation requirements per year

- 2.1 International flights: 04
- 2.2 Domestic flights: 156
- 2.3 Domestic accommodation: 1 860
- 2.4 International accommodation: 04
- 2.5 Car rental / shuttle services: 20

- 3 Bidder must have a fully functional and operating Office/ Site. Site visits will be conducted prior to evaluation of bid to verify office operations. The site verification form must therefore be completed. Valid prove of domicile must be provided in the form of municipal account and/or signed valid lease agreement.
- 4 Professional fees must be calculated and quoted at a fixed flat rate for the initial period of twelve (12) months of the contract. Conference packages are however excluded from this requirement and may be quoted on a percentage basis. Thereafter, the appointed bidder(s) may apply an annual price escalation of up to 5%.
- 5 Bidders must submit valid prove that you are a registered travel agency as well as accreditation of **IATA [International Air Transport Association]** and membership of **ASATA [Association of Southern African Travel Agents]** at the time and date of bid closure. Copies of such prove must be submitted with the completed bid document at the date and time of bid closure.
- 6 Bidders are required to demonstrate Human Resources capacity to render sustainable travel agency services. Submit prove of Company Profile with organisational structure.
- 7 Three (3) years' experience in rendering travel agency services with verifiable / contactable references. Submit a signed off letter from a referee on their company letterhead. The letter must indicate the contract period as well as contract value.



Department of Social Development
Northern Cape Provincial Government

Terms of Reference for rendering of travel agency services for a period of three (3) years i.e. 36 months

BID No. NC/SOC/001/2026

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- 8 The preferred bidder(s) must be available to process reservations, issue pro-forma invoices and accept orders during
- 8.1 Work days between 08:00 and 17:00.
 - 8.2 Saturdays between 08:00 and 13:00.
 - 8.3 An emergency service and number must be available if the need arises after hours, weekends, and public holidays.
- 9 **General requirements for air and surface transportation**
- 9.1 Checking the conformity to policy of the service provider (air flight company and accommodation service).
 - 9.2 Perform fare checks on international bookings and advise the client.
 - 9.3 Check and advise on fare reductions available.
 - 9.4 Check and advise on restriction and conditions that may be applicable to fares.
 - 9.5 Notification of cancellation of any travel and/or accommodation arrangements.
 - 9.6 Visa / Passport requirements.
 - 9.7 Travel insurance.
- 10 **Financial Administration**
- 10.1 Bidder shall submit their financial statements for 2023/2024 & 2024/2025 financial years or 2024/2025 & 2025/2026 financial years (Whichever are applicable), certified & signed by a registered financial accountant as to determine whether the bidder has the financial capacity to render sustainable travel agency services.
Calculation of points for this criterion will be based on the last financial year's statement submitted e.g. 2025/2026.
 - 10.2 Preferred bidder(s) shall be required to submit invoices and statements weekly to the Department.
 - 10.3 Preferred bidder(s) liaison and the Department's representative shall be required to reconcile account on a weekly basis.
- 11 **Comprehensive itineraries**
- 11.1 Itineraries with all tickets.
 - 11.2 Additional itineraries provided.

Where surface arrangements are of a complex nature.

Itinerary consists of the following:

- 11.2.1 Full flight schedule.
- 11.2.2 Contact number.
- 11.2.3 Hotel reservation details.
- 11.2.4 Seat assignments, where possible.
- 11.2.5 Emergency contact details.
- 11.2.6 Visa/ Passport requirements.
- 11.2.7 Terminal details.



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Northern Cape Provincial Government

Terms of Reference for rendering of travel agency services for a period of three (3) years i.e. 36 months

BID No. NC/SOC/001/2026

12 Tickets ordered

- 12.1 Domestic flight – collect ticket on departure.
- 12.2 International flight – collect ticket 1 (one) week in advance.
- 12.3 E – ticket arrangements.
- 12.4 SMS/ Emails booking and tickets confirmation to the user.

13 Car hire/shuttle services

- 13.1 Car hire/shuttle services limits must be as per the Departmental policy.
- 13.2 The vehicle must be road worthy.
- 13.3 The vehicle category as per Departmental policy.
- 13.4 Chauffer services must be provided.
- 13.5 SMS/ Emails booking and reservation confirmation to the user.

14 Accommodation facilities

- 14.1 Properly graded accommodation in terms of Tourism and Grading Council South Africa.
- 14.2 Notification to a client for any accommodation cancellation.
- 14.3 Alternative accommodation on emergencies.
- 14.4 Detailed sms/email bookings confirmation, thus including location, room number and contact person.
- 14.5 Parking space facilities.
- 14.6 SMS/ Emails booking and reservation confirmation to the user.
- 14.7 Group bookings (more than 10 officials)
- 14.8 Conference package without accommodation (venue, meals, stationery, overhead projector etc.)
- 14.9 Conference package inclusive of accommodation i.e. Bed, Breakfast, Dinner (venue, meals, stationery, overhead projector etc.)

15 Meals

- 15.1 Breakfast, lunch and supper limits must be as per the Departmental policy. Limits for meals as revised at the beginning of each financial year i.e. 01 April.

16 Additional needs / services

- 16.1 Security of the client.
- 16.2 VIP arrangements.
- 16.3 Luggage restrictions and arrangements.
- 16.4 Facilitate industry benefits.
- 16.5 Corporate Miles.
- 16.6 Membership card for client.
- 16.7 Parking facilities.
- 16.8 Professionalism.



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Northern Cape Provincial Government

Terms of Reference for rendering of travel agency services for a period of three (3) years i.e. 36 months

BID No. NC/SOC/001/2026

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- | | |
|-------|------------------------------------|
| 16.9 | Client reputation. |
| 16.10 | High standard of quality. |
| 16.11 | High standard of corporate ethics. |
| 16.12 | Proven industry network. |

17 Penalties

Non-compliance with travel industry standards will result in the bidder being disqualified and/or contract being terminated.

18 Compliance with National Travel Framework and cost containment measures related to travel and subsistence allowances

The successful bidder(s) will be required to comply with the provisions contained in the National Travel Framework in terms of Instruction Note 6 of 2022/2023 published by National Treasury, as well as Provincial SCM Instruction Note 02 of 2025/2026: Northern Cape Provincial Government cost containment related to travel and accommodation [herewith attached].



Department of Social Development
Northern Cape Provincial Government
Evaluation Criteria for Functionality: Travel agency services
Scorecard: Bid No. NC/SOC/001/2026

NAME OF BIDDER: _____

CRITERIA		WEIGHT																																												
Experience A minimum of three (3) years' experience in providing travel agency services is required, supported by verifiable and contactable references. Bidders must submit a signed reference letter/s on the referee's official company letterhead, indicating the contract period and contract value. The references must relate to contracts executed no earlier than January 2022. Failure to submit a reference letter/s confirming at least three (3) years of relevant experience will result in a score of zero (0) points being allocated. Experience of less than three (3) years will not be considered or acknowledged for scoring purposes.		30																																												
Financial Capacity Demonstrate the financial capacity to render sustainable travel agency services. Bidders must submit reviewed or audited financial statements for the latest two (2) consecutive financial years, certified by a registered auditor or independent accounting professional. Acceptable periods include 2023/2024 and 2024/2025, or 2024/2025 and 2025/2026, whichever is applicable to the bidder. Calculation of points for this criterion will be based on the last financial year's statement submitted e.g. 2025/2026 . Failure to submit the required audited financial statements may result in the bidder being deemed non-responsive for this criterion.		30																																												
	<table> <tr> <th>Financial Indicator</th><th>Criteria</th><th>Points</th></tr> <tr> <td rowspan="4">i) Current Ratio (Current Assets ÷ Current Liabilities)</td><td>Below 1.5:1</td><td>0</td></tr> <tr> <td>1,5:1 – 1,74:1</td><td>2</td></tr> <tr> <td>1,75:1 – 1,99:1</td><td>4</td></tr> <tr> <td>2:1 and above</td><td>6</td></tr> <tr> <td rowspan="4">ii) Quick Ratio ((Current Assets – Inventory – Prepaid Expenses) ÷ Current Liabilities)</td><td>Below 0.8:1</td><td>0</td></tr> <tr> <td>0,8:1 – 0,99:1</td><td>2</td></tr> <tr> <td>1:1 – 1,19:1</td><td>4</td></tr> <tr> <td>1,2:1 and above</td><td>6</td></tr> <tr> <td rowspan="4">iii) Debt-to-Equity Ratio (Total Liabilities ÷ Total Shareholder Equity)</td><td>Above 1,51:1</td><td>0</td></tr> <tr> <td>Above 1:1 – 1,5:1</td><td>2</td></tr> <tr> <td>Above 0,5:1 – 1:1</td><td>4</td></tr> <tr> <td>0,5:1 or less</td><td>6</td></tr> <tr> <td rowspan="4">iv) Working Capital (Current Assets – Current Liabilities)</td><td>Negative working capital</td><td>0</td></tr> <tr> <td>Positive working capital up to R1 million</td><td>2</td></tr> <tr> <td>Positive working capital above R1 million up to R3 million</td><td>4</td></tr> <tr> <td>Positive working capital exceeding R3 million</td><td>6</td></tr> <tr> <td rowspan="2">v) Net Profit (Total Revenue – Total Expenses (Incl, Interest & taxes)</td><td>Positive net profit in at least one of the last two financial years</td><td>6</td></tr> <tr> <td>No positive net profit in either of the last two (2) financial years</td><td>0</td></tr> </table>	Financial Indicator	Criteria	Points	i) Current Ratio (Current Assets ÷ Current Liabilities)	Below 1.5:1	0	1,5:1 – 1,74:1	2	1,75:1 – 1,99:1	4	2:1 and above	6	ii) Quick Ratio ((Current Assets – Inventory – Prepaid Expenses) ÷ Current Liabilities)	Below 0.8:1	0	0,8:1 – 0,99:1	2	1:1 – 1,19:1	4	1,2:1 and above	6	iii) Debt-to-Equity Ratio (Total Liabilities ÷ Total Shareholder Equity)	Above 1,51:1	0	Above 1:1 – 1,5:1	2	Above 0,5:1 – 1:1	4	0,5:1 or less	6	iv) Working Capital (Current Assets – Current Liabilities)	Negative working capital	0	Positive working capital up to R1 million	2	Positive working capital above R1 million up to R3 million	4	Positive working capital exceeding R3 million	6	v) Net Profit (Total Revenue – Total Expenses (Incl, Interest & taxes)	Positive net profit in at least one of the last two financial years	6	No positive net profit in either of the last two (2) financial years	0	
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Northern Cape Provincial Government

Evaluation Criteria for Functionality: Travel agency services

Scorecard: Bid No. NC/SOC/001/2026

Human Resource Capacity Demonstrate the bidder's human resource capacity to sustainably render travel agency services by submitting a comprehensive Company Profile, including an organisational structure that clearly outlines key personnel, their roles and responsibilities, and the resources available to support the effective delivery of travel management services.	20
Company office/site The bidder must have a fully functional and operational office/site within the borders of South Africa. Site visits will be conducted prior to the evaluation of bid to verify the existence and operational status of the office/site. Accordingly, the Site Verification Form must be fully completed and submitted. Bidders are required to provide prove of domicile in the form of the most recent municipal account and/or a valid lease agreement signed by both parties at the time of bid submission. Failure to submit acceptable prove of domicile may result in the bid being deemed non-responsive in respect of this criterion.	20
Total points	100

If 75% of functionality criteria are not met, a bid will not be considered for further evaluation.