

REQUEST FOR PROPOSALS FOR APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES TO THE IDT FOR A PERIOD OF 36 MONTHS



RECORD OF ADDENDA

REQUEST FOR PROPOSALS FOR APPOINTMENT OF A TRAVEL
MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT
SERVICES TO THE IDT FOR A PERIOD OF 36 MONTHS

TENDER NUMBER: **IDT/HO/TRAVEL19022025**

Closing Date:

Thursday 20 March 2025 at 12h00pm

ISSUED BY: INDEPENDENT DEVELOPMENT TRUST

Glenwood Office Park, Cnr Oberon and Sprite Street. FAIR GLEN, 0045

(012) 845 2000. www.idt.org.za

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This document must form part of the returnable schedule as it is referenced in the offer portion of the Bid Document and Acceptance

2.5 Cost Form

To be submitted for Costing Breakdown

NAME OF BIDDER	
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Bidders are required to provide a detailed financial proposal as per table below based on the scope of work specified.

ITEM DESCRIPTION	COST
1. Air Reservation Fee - Domestic	R
2. International Travel	R
3. Hotel and B & B Reservation Fee	R
4. Monthly Accommodation for Foreign Professionals	R
5. Conference and Event Management Fee %	R
6. Car Hire Reservation Fee	R
7. Airport Parking Reservation Fee	R
8. After Hour extra charges, if applicable	R
9. Airport Transfer Reservation Fee	R
10. Reservation of Shuttle Services Fee	R
11. Changes to Bookings	R
12. Monthly Statement and Report Fees	R

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ITEM DESCRIPTION	COST
13. Billback (if applicable)	R
14. Online Travel Management System Fees : OTMS (billed annually for 200 users)	R (year 1) R (year 2) R (year 3) TOTAL: R
15. Other Fees (Specify) 	
TOTAL (Excluding VAT)	R
VAT (if applicable)	R
GRAND TOTAL	R

Signed

Date

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Name

Bidder

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