



OFFICE OF THE VALUER-GENERAL

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Business: Supply Chain and Procurement

Physical Address - 267 Praetor Forum Building, 3rd Floor, Cnr Pretorius and Lillian Ngoyi Street, Pretoria, 0001: Postal Address Private Bag X 812, Pretoria, 0001

www.ovg.org.za

CONTRACT NO.: OVG (04) (2023/2024)

APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFFICE OF THE VALUER GENERAL (OVG) WITH TRAVEL MANAGEMENT SERVICES FOR THE PERIOD OF THIRTY-SIX (36) MONTHS.

ADDENDUM NO 1:

THIS DOCUMENT IS COMPILED BY: OFFICE OF THE VALUER-GENERAL

TEL: +27 12 036 0000

Cell: +27 60 535 5769/ +27 71 604 0399

FORM FOR RECEIPT OF ADDENDUM NO 1

NB the addendum should be completed and submitted together with the tender/bid document

OFFICE OF THE VALUER-GENERAL

Business: Supply Chain and Procurement

Physical Address - 267 Praetor Forum Building, 3rd Floor, Cnr Pretorius and Lillian Ngoyi Street, Pretoria, 0001: Postal Address Private Bag X 812, Pretoria, 0001

For attention: Mr GI Sekwale/ Ms. K Seatlholo Tel +27 12 036 0000/ +27 60 535 5769/ +27 71 604 0399

OFFICE OF THE VALUER-GENERAL

BID NO. OVG (04) (2023/2024)

FOR

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFFICE OF THE VALUER GENERAL (OVG)
WITH TRAVEL MANAGEMENT SERVICES FOR THE PERIOD OF THIRTY-SIX (36) MONTHS.**

I/We acknowledge receipt of Addendum No 1 and have noted its contents.

SIGNED ON BEHALF OF BIDDER :

NAME OF SIGNATORY :

BIDDER'S NAME AND ADDRESS :

.....

.....

.....

TEL NO :

FAX NO :

DATE :

OFFICE OF THE VALUER-GENERAL

BID NO. OVG (04) (2023/2024)

FOR

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFFICE OF THE VALUER GENERAL (OVG)
WITH TRAVEL MANAGEMENT SERVICES FOR THE PERIOD OF THIRTY-SIX (36) MONTHS.**

ADDENDUM NO 1

December
2023

ISSUED BY:

Business: Supply Chain and Procurement
Physical Address - 267 Praetor Forum Building, 3rd Floor, Cnr Pretorius and Lillian Ngoyi Street,
Pretoria, 0001: Postal Address Private Bag X 812,
Pretoria, 0001

NAME OF THE BIDDER:

Addendum 1
08/12/2023

Tender No. **OVG (04) (2023/2024)**

OFFICE OF THE VALUER-GENERAL

BID NO. OVG (04) (2023/2024)

FOR

APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFFICE OF THE VALUER GENERAL (OVG) WITH TRAVEL MANAGEMENT SERVICES FOR THE PERIOD OF THIRTY-SIX (36) MONTHS.

ADDENDUM NO 1

This Addendum forms part of the Bid Documents.

Each bidder for this Contract shall incorporate the following amendments and additions in his/her bid.

Each Bidder is required to acknowledge receipt and acceptance of the amendments and additions contained in this Addendum and to submit the completed and signed addendum with his Bid.

No pages may be removed from the Addendum.

ADDENDUM NO 1

Addendum No 1 consists of the following amendments:

1. NEW PRICING SCHEDULE

- Bidders are requested to complete the Pricing schedule attached to the addendum and ignore the pricing schedule attached on the bid document

2. AMENDMENTS MADE TO THE PRICING SCHEDULE

- Transaction fee Model is an off-site service
- Other (specific) items have been removed and the only other services that BidderS should price on is Forex Payment, Bill back, Incurrence/ Online check in and VIP services, and these are the only other services that Bidders are expected to price, and no other additional services must be considered.
- The percentage split between online booking and traditional booking is 17% for traditional and 83% for online booking.
- Provision has been made of Prices for Year 2 and 3 assuming a 5 % inflation adjustment
- Conference transaction fee percentage is including 15% VAT

NB: BIDDERS MUST PRICE ON THE NEW PRICING SCHEDULE ATTACHED TO THE ADDENDUM, FAILURE TO FULLY COMPLETE THIS NEW SBD 3.3 WILL RENDER YOUR PROPOSAL REGARDED AS NON-RESPONSIVE AND WILL THEREFORE NOT BE CONSIDERED FOR FURTHER EVALUATION.

SIGNED ON BEHALF OF THE BIDDER :

OFFICE OF THE VALUER-GENERAL

BID NO. **OVG (01) (2023/2024)**

ACCEPTANCE AND INCORPORATION OF ADDENDUM

I/W e accept that Addendum No 1 forms part of the Bid Documents. I/W e confirm that I/we -

- (a) have noted the contents of this Addendum
- (b) have fully considered this Addendum
- (c) have incorporated the amendments and additions contained in this Addendum in my/our

for Bid Number: **OVG (01) (2023/2024)**

SIGNED ON BEHALF OF THE BIDDER :

NAME OF SIGNATORY (BLOCK LETTERS):

.....

NAME OF BIDDER (BLOCK LETTERS):

.....

BIDDER'S ADDRESS:

..... BIDDER'S TEL NO

: BIDDER'S FAX NO

:

SIGNATURES OF WITNESSES : 1.

.

NAMES OF WITNESSES

(BLOCK LETTERS) :

2.

PRICING SCHEDULE [SBD 3.3]

PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER OFFICE OF THE VALUER GENERAL (OVG) WITH TRAVEL MANAGEMENT SERVICES FOR THE PERIOD OF THIRTY-SIX (36) MONTHS.

PRICING SCHEDULE [SBD 3.3]

(Professional Services)

NAME OF BIDDER:

BID NO.: OVG (04) 2023/2024

CLOSING DATE: 14 December 2023

CLOSING TIME: 11H00 AM

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF THE BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1.1 TRANSACTION FEES								
			TRADITIONAL BOOKINGS			ONLINE BOOKINGS		
Item	Transaction Type	Estimated Volume	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	1		R	R		R	R
2	Air Travel – Regional	1		R	R		R	R
3	Air Travel – Domestic	1		R	R		R	R
4	Air Travel – International (Re-issue)	1		R	R		R	R
5	Air Travel – Regional (Re-issue)	1		R	R		R	R
6	Air Travel – Domestic (Re-issue)	1		R	R		R	R
7	Refunds – Air Domestic	1		R	R		R	R
8	Refunds – Air Regional	1		R	R		R	R
9	Refunds – Air International	1		R	R		R	R
10	Car Rental – Domestic	1		R	R		R	R
11	Car Rental – Regional	1		R	R		R	R
12	Car Rental – International	1		R	R		R	R
13	Transfers/Shuttle – Domestic	1		R	R		R	R
14	Transfers/Shuttle – Regional	1		R	R		R	R
15	Transfers/Shuttle – International	1		R	R		R	R
16	Accommodation – Domestic	1		R	R		R	R
17	Accommodation – Regional	1		R	R		R	R
18	Accommodation – International	1		R	R		R	R
19	Bus/Coach Bookings	1		R	R		R	R

Initials

Date:

PRICING SCHEDULE [SBD 3.3]

1.1 TRANSACTION FEES								
			TRADITIONAL BOOKINGS			ONLINE BOOKINGS		
Item	Transaction Type	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
20	Train bookings – International	1		R	R		R	R
21	"Visa Assistance (Provision of documents and advice)"	1		R	R		R	R
22	Courier services for travel documentation (visa & passports)	1		R	R		R	R
23	SMS Notifications	1		R	R		R	R
24	Parking bookings	1		R	R		R	R
25	Cancellations	1		R	R		R	R
26	Change to Bookings							
27	After Hours Services	1		R	R		R	R
28	Additional Ad-hoc Reports (per report)	1		R	R		R	R
29	Customized Reports (per report)	1		R	R		R	R
30	Travel Lodge card Reconciliation	1		R	R		R	R
31	Debtors Account Reconciliation	1		R	R		R	R
32	Other (Forex Payment)	1		R	R		R	R
33	Other (Bill Back)	1		R	R		R	R
34	Other (Incurrence/ Online Check In)	1		R	R		R	R
35	Other (VIP Services)	1		R	R		R	R
Total		35						R
Percentage Split between Online Booking and Traditional Booking			Percentage Traditional	17%	R	Percentage Online	83%	R
Total Year 1				R				
Price for Year 1				R				
Price for Year 2, assuming a 5% inflation adjustment				R				
Price for Year 3, assuming a 5% inflation adjustment				R				
PRICE THAT WILL BE USED FOR EVALUATION PURPOSES				R				
1.2 CONFERENCE TRANSACTION FEE								
Item	Description	Percentage Fee Including 15% VAT		Comment				
1.	Conference Transaction Fee (as a % of the Total turnover of the event)							

Initials

Date:

PRICING SCHEDULE [SBD 3.3]

NB: FAILURE TO FULLY COMPLETE THIS SBD 3.3 WILL RENDER YOUR PROPOSAL REGARDED AS NON-RESPONSIVE AND WILL THEREFORE NOT BE CONSIDERED FOR FURTHER EVALUATION.

NB! The total bid price provided above is for comparison and competition purposes only assuming that the quantity for each service is one and the rates quoted above will however remain fixed for the duration of 3 years.

NB! The OVG will process invoice payments upon the successful completion of the travel arrangements.

NB! The OVG will not accept changes to the pricing post implementation that arise due to the service provider underquoting or overlooking any costing elements.

Initials

Date: