



REQUEST FOR QUOTATION (RFQ) REQUEST TO QUOTE

THE APPOINTMENT OF A PANEL OF 3 TRAVEL AGENTS TO PROVIDE TRAVEL MANAGEMENT SERVICES TO THE IZIKO MUSEUMS OF SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS

Reference Number	RTQ/TA/07/2024
Description	THE APPOINTMENT OF A PANEL OF TRAVEL AGENTS TO PROVIDE TRAVEL MANAGEMENT SERVICES TO THE IZIKO MUSEUMS OF SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS.
Address	Iziko South African Museum, 25 Queen Victoria Street, Cape Town, 8001
Attention	Noleen Donson
Site Visit	No
Closing date and time for submission	Tuesday 22 July 2024 at 11h00 am
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3917: ndonson@iziko.org.za
Technical enquiries	Please contact CFO, Ronell Pedro: Telephone 021 481 3825 (office hours) Email: rpedro@iziko.org.za
Name of Bidding Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quoted Price (Incl Vat)	
Bidder Signature	

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM (SBD 4)**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder (Company Name)

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

The applicable preference point system for this tender is the 80/20 preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Evidence	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of	• Proof of B-BBEE certificate; • Company Registration Certification		
Race: Black persons (ownership)* 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation
☐ Public Company
☐ Personal Liability Company
☐ (Pty) Limited
☐ Non-Profit Company
☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

REQUEST FOR QUOTATIONS:

1. INTRODUCTION

Iziko Museum of South Africa (Iziko Museums) is a Schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together national museums and a Social History Centre situated in the Western Cape, Northern Cape and Free State under a single governance and leadership structure. Iziko Museums was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) as amended and its concomitant Regulations.

2. PURPOSE

Iziko Museums of South Africa seeks to appoint a service provider who will provide travel and accommodation services for Iziko staff and associates as well as Council members for a period of 60 months (3 years) subject to performance assessment every quarter. These arrangements will consist of air travel, accommodation and car hire.

3. OBJECTIVE

The proposed contract with the Travel Agent will cover airline ticketing, visa services and incidental services such as delivery, revalidating, re-routing, reissuance, reconfirmation, processing cancellations and preparations of suitable itineraries (including alternative routing, departures and arrivals) at lowest for the Iziko Council and staff members and associates for official travel, accommodation, and car hire services.

The successful bidder ("The Travel Agent") will be required to sign a contract with Iziko Museums of South Africa to perform travel, accommodation, car hire/shuttle services

4. SCOPE OF SERVICES

The following are the scope of services requirement for Iziko Museums of South Africa

- The travel Agent shall provide travel services from 08:00 to 17:00 during working days. In addition, the Travel Agent shall provide a contact number, which shall be manned by an experienced travel consultant, for 24 hours emergency services, services on weekends and public holidays as and when required, unexpected changes to travel plan, accommodation, car hire/shuttle services, if applicable can be made.
- For every duly approved Iziko's travel, accommodation, car hire, the Travel Agent shall immediately make bookings and prepare itineraries.
- In the event that required travel arrangement cannot be confirmed, the Travel Agent shall notify Iziko of the problem and present alternative routings for consideration.
- For wait-listed bookings, the Travel Agent shall provide regular feedback on status of flight, accommodation, car hire/shuttle services.
- The Travel Agent shall issue accurate tickets and detailed itineraries, showing accurate status of the airline on all segments of the journey including accommodation, car hire/shuttles services.
- The Travel Agent shall accurately advise Iziko of ticketing deadlines and other relevant information every time reservations are made, in order to avoid cancellations of bookings.
- The Travel Agent shall ensure that all travelling staff have complete travel documents required for their journey, sufficiently before departure.
- The Travel Agent shall only act on travel requests for official travel, accommodation, car hire/shuttle services submitted by the responsible staff of Iziko.
- The Travel Agent shall provide an information service to notify Iziko and the traveller of such events as airport closings, cancelled or delayed flights, trains, buses voyages and strike situations as well as of local political or safety conditions, which may affect travel to any particular destinations.
- The Travel Agent shall provide reconfirmation and revalidation of airline tickets, re-issue tickets which are returned as a result of changed routing or fare structures printed itineraries showing

complete information on status of reservations and all carriers.

- The Travel Agent shall provide an option between flexible and restricted tickets to travellers prior to confirming booking.

i. TRAVELLER'S ITINERARIES

The Travel Agent shall provide each traveller a complete, printed itinerary document which includes the following;

- Flight number(s) and seat assignment(s);
- Confirmed upgrade (if applicable);
- Departure and arrival time(s) for each segment of the trip;
- Intermediate stops;
- Airport and other taxes;
- Destination awareness information i.e. legal instructions and areas of interest;
- Visa obtained or not obtained; and
- Any other information such as change in international date lines.

ii. ACCOMMODATION AND TRANSPORTATION

- The Travel Agent shall make reservations for accommodations and/or transportation services.
- The Travel Agent agrees to negotiate to the maximum extent possible, discount rates, including net rates, for accommodations, travel applicable specifically to reservations by Iziko for official travel and to arrange such services on a worldwide basis when requested to do so.

iii. OTHER SERVICES

- The Travel Agent shall provide insurance on all regional and international tickets.
- The Travel Agent shall assist Iziko with visa application(s). The assistance shall consist of providing the forms and applications for visa request, providing visa information to travellers, conducting visa assistance follow-ups, keeping appropriate records thereon, using and making arrangement for issuance of visas.
- The Travel Agent shall provide information on health, immigration clearance, foreign exchange control regulations and other government restrictions, and assisting in obtaining travel tax exemption certificates, passports and entry visas to the country.
- The Travel Agent shall carry out investigations or any other complaints from travellers and follow up the recovery of lost baggage.

iv. REPORTING

- The Travel Agent shall provide Iziko with management reports when requested. These reports may consist of sales activities showing detailed analysis of number of trips, destinations, carriers used, savings achieved from the carrier's lowest available fare.
- The Travel Agent shall hold meetings with Iziko personnel when required to address any issues or problems which may arise.

v. SERVICE STANDARDS

- The minimum 3 years travel experience for Account Manager is required.
- The Travel Agent is responsible for providing replacement personnel in case of absenteeism, vacation, sick days, etc. of the regular personnel assigned.
- The performance of the Travel Agent will be evaluated on quarterly basis and if Iziko is not satisfied with the quality of service, it holds the right to terminate the agreement with such service provide
- The Travel Agent should:
 - have accreditation with the International Air Travel Agent (ASATA) or International Air Travel Association (IATA).
 - have a good track record in serving organisations and provide a list of corporate clients
 - have in its current office all the necessary infrastructure, equipment and facilities, and sufficient experienced and professionally trained travel experts and staff to deal with Iziko's requirements.

The award of the contract will be based on best value for money that being the best outcome for Iziko

considering price, economic, environment and social benefits, (if applicable), in addition to Iziko's requirements.

5. CONSORTIUMS/JOINT VENTURES

Service Providers may assume any number of forms including but not restricted to a consortium/joint venture that draws on multiple disciplines, practices and experiences.

Each party to a consortium/joint venture must comply with the requirements of this request to quote.

It is also strongly recommended that in selecting their partners, consortia consider "smaller" but capable organisations which, while strengthening the proposal, will also receive some developmental benefit from partnering with larger organisations. In the event the selected proposal is a consortium/joint venture, the contract will be signed with the lead organisation, which must be identified in the proposal.

6. ALLOCATION OF WORK

Iziko reserves the right to allocate part or all of the work to one service provider; allocate the work on a rotational basis or request quotes at each instance per engagement, taking into account the final ranking, expertise, availability and performance of the service providers on the panel.

7. EVALUATION CRITERIA

The evaluation criteria will comprise of the following:

7.1 Phase 1: Eligibility Criteria

To be eligible for functionality evaluation, the bidder must submit the following compliance documents per the table below. The bidder who fails to submit the documents will be rejected.

	Criteria	Attached (Yes/No)	Comments
1	CSD Registration Summary Report with a compliant tax status		
2	SBD 4 - Bidders Disclosure – see above		
3	SBD 6.1 – Preference Claim Form – see above		

7.2 Phase 2: Technical Evaluation Criteria

The maximum score attainable is 500 points. Respondents must score **60% (300 points)** and above to be assessed on their financial offer and preference score.

The allocation of points for the evaluation of quality/functionality is set out in the table below

A. Company Profile				
The company should be well-established with the required in house capacity for the successful completion of the work.				
	Evaluation Criteria	Document as Evidence	Score	Weighting %
Details of the company's history, leadership, industry experience, in-house capacity, financial stability, adherence to quality standards and details of policy	A clear, comprehensive company profile, detailing company policies, and any awards or recognitions received in the travel industry	A company profile which provides insight into its industry experience, financial stability, and	5	30%
	A well-structured profile that provides sufficient information about the company and its operations with clear policies that		4	

regarding cancellations, refunds, and changes.	cover essential aspects of customer service and operations. Mention of some awards or recognitions in the travel industry, indicating a notable level of achievement	adherence to quality standards.		
	Basic information about the company. Policies outlined but may not be as comprehensive or detailed. Reference to a few awards or recognitions, but not extensive or recent.		3	
	Minimal information provided about the company, lacking depth or clarity. Policies mentioned but unclear or missing key details. Lack of significant awards or recognitions in the travel industry		2	
	Very little information provided about the company, making it difficult to assess credibility. Lack of clarity or absence of essential policies, potentially raising concerns about customer service and operations. No evidence of awards or recognitions in the travel industry, suggesting a lack of achievements or credibility.		1	
	No information provided about the company, making it impossible to evaluate.		0	

B. Experience and project delivery capacity				
The service provider should have a proven track record and experience in delivery of the services required in the public sector				
	Evaluation Criteria	Document as Evidence	Score	Weighting %
Experience gained in organisations of similar size and complexity, within the public sector, including knowledge of National Treasury's travel framework and costs containment guidelines	Portfolio is detailed with clear client names, comprehensive descriptions of work with clearly stated project durations and transparently stated project values	Provide a portfolio of work done in public sector detailing: 1. Name of Client 2. Description of the work done 3. Project duration 4. The value of the project	5	30%
	Portfolio is good with identified clients, good descriptions of work project durations stated but less detailed and project values stated		4	
	Portfolio is adequate with identified clients, satisfactory descriptions of work project durations stated but less detailed and project values stated but somewhat unclear		3	

	Portfolio contains vague/irrelevant descriptions of work project durations mentioned but lacking detail and project values mentioned but unsupported		2	
	Portfolio is incomplete or irrelevant with missing client names ,no descriptions of work project durations and project values not provided		1	
	No projects/clients		0	

C. Valid registration or membership to a professional body

The service provider or key team members must have valid registration or membership to industry associations

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Valid industry association accreditation	Accreditation with the International Air Travel Agent (ASATA) and International Air Travel Association (IATA).	Provide certificates indicating membership of team members to a relevant industry association	5	20%
	Accreditation with either the International Air Travel Agent (ASATA) or International Air Travel Association (IATA).		4	
	No accreditation		0	

D. Technical capability

The team must have the technical capability to perform valuations

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Key personnel to be assigned to the project with relevant qualifications and relevant practical experience	5 or more years' experience in the industry	Provide CVs and recently certified copies of qualifications of at least 3 key persons on the team	5	20%
	4 but < 5 years		4	
	3 but < 4 years		3	
	2 but < 3 years		2	
	1 but < 2 years		1	
	Less than 1 year		0	

8. QUOTATION

Quotations must be accompanied by the following documents:

Bidders that do not return and complete ALL the documents may be considered non-responsive.

No.	Quotations must be accompanied by the following documents:
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A1	A company profile Indicating the background of the Service Provider, the mission and values, company track record and capacity relevant to the scope of work
B1	A portfolio of projects completed detailing the name of the client, the description of the project/work done and the value of the project
C1	Certificates of membership to a relevant industry association
D1	CVs and recently certified copies of qualifications of key persons to be assigned to the project
	The following compliance documents, duly completed (see also eligibility criteria):
1	Central Supplier Database Report (CSD Supplier Number) with tax pin should a supplier be non-tax compliant. (If not registered with the CSD hosted by the National Treasury, kindly register as only suppliers who are registered will be considered - https://secure.csd.gov.za/Account/Register)
2	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level. For Consortiums/Joint Venture/ or Sub-contracting arrangements, the service provider must also submit a combined B-BBEE certificate issued by an accredited B-BBEE verification agency as per the B-BBEE Act
3	SBD 4 - Bidders Disclosure
4	SBD 6.1 – Preference Claim Form

9. PRICING

A detailed and comprehensive pricing schedule must be submitted, using the table below as a guideline

- Clearly indicate rates for each type of service, specifying the applicable unit (e.g., per travel booking, per traveller, per incident, etc.). The pricing structure must be inclusive of VAT
- Any disbursements and escalations must be indicated separately.
- Any seasonal fluctuations must be indicated
- Payment will be made based on the deliverables for the service received.
- Payment will only be made on the basis of work completed satisfactorily, and invoices provided and approved by the project manager.

DESCRIPTION	Year 1	Year 2	Year 3
Service Fees: Clearly outline any service fees or management fees			
Transactional Fees: Specify if there are any per-transaction fees for bookings or modifications.			
Markup Policy: Markups (if any) on flight tickets, hotel bookings, or other services.			
Volume Discounts: Indicate potential discounts based on volume of travel bookings your organization expects.			
Currency Conversion Fees: If applicable, fees related to currency conversion for international bookings.			
Other Fees: Disclose any other fees that may apply (e.g., emergency service fees, after-hours support fees).			
TOTAL AMOUNT (INCLUDING VAT)			

10. VALIDITY PERIOD OF QUOTATION

Quotations shall be valid for a minimum period of 90 days calculated from the closing date for submissions.

- The lowest or only quotation received will not necessarily be accepted.

- Iziko reserves the right to accept or reject any quotation in response to this invitation and to withdraw its decision to seek provision of these services at any time.

1. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and ;
- iv) confirms that the contents of this questionnaire/forms (SBD 4, & 6.1) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

Signed

Date

Name

Position

*Enterprise
name*

Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/sent after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder maybe disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the IZIKO by the due date and time. Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.