

Annexure D
SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE:

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

ITEM CURRENCY	DESCRIPTION	BID PRICE IN RSA
NO	**(ALL APPLICABLE TAXES INCLUDED)	

TRANSACTION FEES

RFP NO

RFP NAME

BIDDER NAME

1.1 TRANSACTIN FEES

					Online bookings - YEAR 1			Traditional/Manual bookings YEAR 1			Online bookings - YEAR 2			Traditional bookings YEAR 2			Online bookings - YEAR 3			Traditional bookings YEAR 3			Online bookings	Traditional bookings	Total bookings
Item	Transaction type	Total Estimated Volumes per year	Percentage split of online volumes	Percentag e split of traditona l/manual booking volumes	Unit Price (excl VAT)	Unit Price (Incl VAT)	Total Price (Incl VAT)	Unit price (excl vat)	Unit Price (Incl Vat)	Total Price (Incl VAT)	Unit Price (excl VAT)	Unit Price (Incl VAT)	Total Price (Incl VAT)	Unit price (excl VAT)	Unit Price (Incl VAT)	Total Price (Incl VAT)	Unit Price (excl VAT)	Unit Price (Incl VAT)	Total Price (Incl VAT)	Unit Price (excl VAT)	Unit Price (Incl VAT)	Total Price (Incl VAT)	Total Price for 3 years	Total Price for 3 years	Total Price for 3 years
			80%	20%																					
	1 Air travel - Domestic	Refer to page 28-29			R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	2 Air travel - Regional				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
	3 Air Travel-International																								
	4 Car rental -Domestic				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	5 Transfers/Shuttle - Regional/International				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	6 Transfer/Shuttle - Domestic				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	7 Accommodation - Domestic				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	8 Accommodation - Regional/International				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	9 Transfers - Regional/International				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	10 Bus/Coach Bookings				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	11 Train Bookings - Regional/International				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	12 Parking services				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	13 Travel Insurance-International				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	14 Forex				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	15				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	16				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	18				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	19				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	20				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	21				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	22				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	23				R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
Total																									
TOTAL TRANSACTION FEE FOR A PERIOD OF 36 MONTHS					R -																				

THE GRAND TOTAL IS FOR EVALUATION PURPOSE

Item	Description	Percentage Fee	Comment
1	Conference Transaction Fee (as a % of the Total cost of the event)		Indicate Y1, Y2,Y3
2	Bill Back Option (Merchant Fee as a % of a booking cost)		Indicate Y1, Y2 , Y3

GRAND TOTAL TO EVALUATION PURPOSES.

MANAGEMENT FEES

RFP NO

RFP NAME

BIDDER NAME

ESTIMATED TRANSACTION VOLUMES PER ANNUM

2.1 MANAGEMENT FEE

			ONLINE BOOKING	TRADITIONAL BOOKING
Item	Transaction type		Annual Management Fees (Exc VAT)	Annual Management Fees (Exc VAT)
	Fixed charges (Management Fees)	Estimated #		
1	Compensation		R -	R -
	Receptionist		R -	R -
	Senior Travel Consultants		R -	R -
	Intermediate Travel Consultants		R -	R -
	Junior Travel Consultants		R -	R -
	Travel Manager		R -	R -
	Finance Manager/Accountant		R -	R -
	Admin Back Office (Debtors/Creditors)		R -	R -
	Finance Processors		R -	R -
	Strategic Account Manager		R -	R -
	System Administrator		R -	R -
	Other (Specify)		R -	R -
	Other (Specify)		R -	R -
	Other (Specify)		R -	R -
2	Standard Monthly Reports (3 Std reports x 12 months)		R -	R -
3	Standard Weekly Reports (3v Std reports x 52 weeks)		R -	R -
4	Communications (SMS, Email Alert, Industry updates)		R -	R -
5	Marketing		R -	R -
6	Technology (Software Licences)		R -	R -
7	Computing		R -	R -
8	Office leasing (leasing)		R -	R -
9	Utility bills (phone, broadband, electricity, etc)		R -	R -
10	Association Membership Fees		R -	R -
11	Banking Services (Interest, Merchant Fees, etc)		R -	R -
	Total (Exc VAT)		R -	R -

			ONLINE BOOKING	TRADITIONAL BOOKING
Item	Transaction type		Annual Management Fees (Exc VAT)	Annual Management Fees (Exc VAT)
	Variable charges	Estimated#		
1	After- Hours (VIP/Executive Travel Consultant) (Estimated at 40 calls per month)		R - R -	R - R -
2	After-Hours Call Centre/Contact Number (17h00-08h00 Weekdays), 24 hours weekends and public holidays) (Estimated at 60 calls per month)		R - R -	R - R -
	Total (Exc VAT)		R -	R -

TOTAL MANAGEMENT FEE PER ANNUM (Excl VAT)		R -	R -
Percentage Split between Online Booking and Traditional Booking)		80%	20%

GRAND TOTAL FOR MANAGEMENT FEE (Exc VAT)	R -	
VAT	15%	
GRAND TOTAL FOR MANAGEMENT FEE (Incl VAT) YEAR 1	R -	Monthly Management Fee (Incl VAT)
GRAND TOTAL FOR MANAGEMENT FEE (Incl VAT) YEAR 2	R -	
GRAND TOTAL FOR MANAGEMENT FEE (Incl VAT) YEAR 3	R -	
TOTAL PRICE OF MANAGEMENT FEE FOR A PERIOD OF 36 MONTHS	R -	

RFP NO

RFP NAME

BIDDER NAME

ADDITIONAL INCIDENTAL CHARGES

Item	Charges for Additional Items (per incident)	Unit Price (Excl VAT)	Unit Price (Incl VAT)	
1	Courier Services	R -	R -	<i>These services will only be done on request from Tendering Institution and will be separately invoiced accordingly</i>
2	Visa Services	R -	R -	
3	Prepayment Surcharge	R -	R -	
4	Bill Back VCC	R -	R -	
5	Prepayment Surcharge	R -	R -	<i>These charges are ADDITIONAL to Monthly Management Fee</i>
6	ViP Surcharge	R -	R -	
7	Air Travel-International(Reissue)			
8	Change of booking fees			<i>These items will not be used for evaluation purposes</i>
9	Air travel - Domestic(Reissue)			
10	Air travel - Regional(Reissue)			

RFP NO

RFP NAME

BIDDER NAME

3. TOTAL BID PRICE FOR EVALUATION PURPOSES

Item	Description	Amount
1	TOTAL TRANSACTION FEES FOR 36 MONTHS	R -
2	TOTAL MANAGEMENT FEE FOR 36 MONTHS	R -
TOTAL BID PRICE FOR EVALUATION PURPOSES		R -