



KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

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28 November 2024

SUPPLY CHAIN MANAGEMENT

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ADDENDUM

ZNB123/2023/24HSE - APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF ONLINE TRAVEL MANAGEMENT SERVICES FOR THE KWAZULU NATAL DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF THIRTY-SIX MONTHS

The above bid bears reference.

Please note minor errors have been noted on our pricing instruction sheet as follows:

- i) Clause 2.1.3 is not relevant to the aforementioned bid and should not be conceded.
- ii) Clause 2.2.6 the final price on the declaration page should be transferred to Section E of the bid document and not Section G.

Apologies for any inconvenience caused.

Yours faithfully

DIRECTOR: SCM
MR H.S. MTHEMBU
DATE: 28 – 11 - 2024



PRICING SUBMISSION

BID NO:

ZNB123/2024/25HSE

BID NAME:

APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF
ONLINE TRAVEL MANAGEMENT SERVICES FOR THE KWAZULU
NATAL DEPARTMENT OF HUMAN SETTLEMENT FOR THE PERIOD OF

BIDDER NAME

<NAME OF BIDDER TO BE FILLED IN HERE>

PRICE INSTRUCTIONS

1. STRUCTURE OF THE TENDER

This spreadsheet for **BID ZNB123/2024/25HSE** contains the financial response templates for the bid. The bid pricing submission instructions in this document must be read in conjunction with instructions or notes embedded in the various tabs of spreadsheet (Pricing Schedule).

2. GENERAL INSTRUCTIONS FOR COMPLETING THE PRICING SCHEDULE TEMPLATES

2.1 Tender submission format

2.1.1 Bidders to use only the electronic supplied pricing schedule.

2.1.2 Bidders must complete and submit the templates attached ,which is/are [management fee model offsite](#),
[transactional fee model offsite](#) and the [pricing declaration](#)

2.2 Input spreadsheets

2.2.1 The Pricing Schedule templates are contained within the one (1) Excel Workbook

2.2.2 Bidders must not make any changes to the spreadsheets or change the formatting of the Pricing Schedule.

2.2.3 Cells are formatted to automatically indicate South African Rands, ordinary text fields and percentages (%) where applicable.

2.2.4 Input cells FOR BIDDERS are highlighted in **GREEN**. The Bidder must complete all the relevant input cells for the bid. No other cells must be changed in any way whatsoever.

2.2.4 Input cells FOR THE TENDERING INSTITUTION are highlighted in **ORANGE**. The Tendering Institution must complete all the relevant input cells for the bid. No other cells must be changed in any way whatsoever.

2.2.5 Prices on Templet one (Transaction fee offsite) and Templet two (Management Fee offsite) are formulated to calculate for Three (3) years

2.2.6 The Final Price on the Price Declaration Page which has already been formulated to calculate for three (3) years is to be transferred to Section E of the bid document.

2.3 Currency and VAT

2.3.1 All Bidders' pricing must be quoted in South African Rands (ZAR).

2.3.2 The Pricing Schedule template is designed such that VAT (15% VAT) will be calculated on Bidders' input pricing; therefore Bidders **must** complete the templates with **unit prices excluding VAT**.