



NON-COMPULSORY BRIEFING SESSION MINUTES

FMA 0003-2024/25: PROCUREMENT OF TRAVEL MANAGEMENT AND RELATED SUPPORT SERVICES FOR THE DEPARTMENT OF THE PREMIER WITHIN THE WESTERN CAPE GOVERNMENT FOR A PERIOD OF 36 (THIRTY-SIX) MONTHS

1. OPENING AND WELCOME

1.1 The Non-Compulsory Briefing Session was held on **Thursday, 05 September 2024**, and commenced at **11h10am**. Ms Kim-Leigh February welcomed all to the meeting and introduced the departmental officials to the Bidders present.

1.2 STAFF ATTENDING THE BRIEFING SESSION.

- Kim-Leigh February
- Stacey Campbell
- Rajaar Hassiem

2. BRIEFING SESSION AND NOTES

2.1 The meeting was held online and recorded via Microsoft Teams.

2.2 Bidders in attendance:

No	Bidding Company Name	Representative/s in attendance
1.	City of Choice Travel and Tours (Pty) Ltd	Sharlene Thavar/ Naidoo
2.	Trigon Travel	Zoelfah Martin
3.	Satguru Travels	Sindile Hlongwane
4.	Satguru Travels	Akshay Arya
5.	XL Nexus Travel	Nomusa Mbatha
6.	XL Nexus Travel	Rolf Witte
7.	Vanquish Travel	Wella Vanqa
8.	Travel with Flair CPT	Cindy Benjamin
9.	Hamba Umhlaba Travel	Khensani Motaung
10.	Tourvest Travel Services	Anisah Buffkins
11.	FCM Travel Solutions	Nwabisa Gqodi

12.	FCM Travel Solutions	Thato Boshielo
13.	Epitome Villa (Pty) Ltd	Hlamalani Gudlhuza
14.	Tunimart Travel	Sethu Ncaphayi
15.	Tunimart Travel	Sinovuyo Nonxuba
16.	CTSC Travel	Nikita Petersen

3 COMMUNICATION:

3.1 It was agreed that the following will be made available to all Bidders in attendance via e-mail:

- Presentation.
- Non-Compulsory Briefing Session Minutes (Questions and Answers)

4 PRESENTATIONS:

4.1 Mr Rajaar Hassiem presented the particulars pertaining to the content, background, and scope of services of the bid.

4.2 Ms Stacey Campbell presented the SCM information regarding the bid document and informed the bidders as follows:

- Discussed the supply chain management process outline with a presentation thereof (see attached presentation)
- Bidders were informed that no late bids will be considered and upon submission of their bid document.

5 QUESTIONS AND ANSWERS:

5.1 Questions posed at the Non- Compulsory Briefing Session:

Questions asked by bidders at the Non-Compulsory Briefing Session Meeting		
Requested by:	Questions:	Response by the Project Manager/ Supply Chain Management
1. Bidding Company: Travel with Flair Cape Town Representative: Cindy Benjamin	Can the bid document be completed digitally and obtain signatures in ink?	Yes, it may be completed digitally, and signatures needs to be in ink.

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2. Bidding Company: Satguru Corporate Travel (Pty) Ltd Representative: Sindile	Does the department have travel lodge cards?	No, the department does not have travel lodge cards.
3. Bidding Company: Satguru Corporate Travel (Pty) Ltd Representative: Sindile	When is the last day for questioning?	Monday, 9 th September 2024 by close of business.
4. Bidding Company: XL Nexus Travel Representative: Nomusa Mbatha	Must the actual amount be indicated, or can they provide a percentage for conferencing services?	For all services, the TMC must provide a service fee. The pricing schedule will indicate the pricing structure for each service in terms of the service fee. The pricing schedule will indicate how you need to indicate your service fees relating to conferencing. Percentage as a price for conferencing is not acceptable.
5. Bidding Company: City of Choice Travel & Tours Representative: Sharlene Naidoo	Regarding conference services, would you consider an option of a percentage fee?	For evaluation purposes the bidder needs to provide a service fee relating to the service for conferencing, as per the pricing schedule provided. Percentage as a price for conferencing is not acceptable.
6. Bidding Company: City of Choice Travel & Tours Representative: Sharlene Naidoo	Can groups and long stays be added at the bottom of pricing schedule or on a separate letterhead? as it is not part of the pricing schedule?	No, all bidders will be evaluated on the total all-inclusive, fixed service fees, so all bidders will be required to complete the pricing schedule as provided.
7. Bidding Company: City of Choice Travel & Tours Representative: Sharlene Naidoo	Was the spend of R10 million for the value of the entire contract?	It was only for the last financial year.

6. SCM Comments

- 6.1 Any further questions with regards to Supply Chain Management or assistance to bid portfolio to be communicated to Ms Stacey Campbell and Kim-Leigh February for a before close of business **Monday, 09 September 2024**. The bid presentation and all documentations listed in paragraph 3.1 will be circulated before close of business on **Friday, 13 September 2024**.

7. Meeting was adjourned at **11H35**.

Name: Ms. Kim-Leigh February Designation: Chairperson	Name: Mr. Rajaar Hassiem Designation: Project Manager
Signature and Date:	Signature and Date: