

PART A INVITATION TO BID

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE)					
BID NUMBER:	DSAC2023/24-B8	CLOSING DATE	12TH FEBRUARY 2024	CLOSING TIME:	11H00AM
DESCRIPTION	THE APPOINTMENT OF SERVICE PROVIDERS TO PROVIDE SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE TO LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
21 BICCARD STREET, OLYMPIC TOWERS BUIDLING					
DEPARTMENT OF SPORT, ARTS AND CULTURE					
POLOKWANE, 0699					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MODIBA M.V / MABASA L		CONTACT PERSON		
TELEPHONE NUMBER	015 284 4108 / 4093		TELEPHONE NUMBER	015 284 4204	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	<u>modibav@sac.limpopo.gov.za</u> <u>mabasal@sac.limpopo.gov.za</u>		E-MAIL ADDRESS	<u>mathabathac@sac.limpopo.gov.za</u>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
S THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
F THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

SBD1

1.	BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.	
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).	
2.	TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.	
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."	

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

TOTAL BID PRICE

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

SBD3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00AM	Closing date.....

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID. CAPRICORN DISTRICT

ITEM NO.	DESCRIPTION	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
		YEAR 1	YEAR 2	YEAR 3
1	THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE TO LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS	R	R	R

TOTAL BID PRICE (YEAR 1 + YEAR 2 + YEAR 3)

R_____

- Required by:

- At:

- Brand and model

- Country of origin

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)

- Period required for delivery

*Delivery: Firm/not firm

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

ANNEXURE A: PRICING SCHEDULE - NON VAT VENDORS

CAPRICORN DISTRICT



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE

BID NUMBER

BID DESCRIPTION

SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE

BIDDER NAME

1.1 TRANSACTION SERVICE FEES - OFF-SITE		YEAR 1			YEAR 2			YEAR 3		
ITEM	Transaction Type	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)
1	Air Travel - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
2	Air Travel - International - Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
3	Air Travel - International - Re-issue	500	R -	R -	500	R -	R -	500	R -	R -
4	Air Travel - Domestic (per person)	500	R -	R -	500	R -	R -	500	R -	R -
5	Air Travel - Domestic Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
6	Air Travel - Domestic - Re-issue	500	R -	R -	500	R -	R -	500	R -	R -
7	Air Travel - International - Refunds	500	R -	R -	500	R -	R -	500	R -	R -
8	Air Travel - Domestic - Refunds	500	R -	R -	500	R -	R -	500	R -	R -
9	Accommodation - Domestic (per person)	500	R -	R -	500	R -	R -	500	R -	R -
10	Accommodation - Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
11	Accommodation - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
12	Accommodation - International Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
13	Car Rental - Domestic (per car)	500	R -	R -	500	R -	R -	500	R -	R -
14	Car Rental - Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
15	Car Rental - International (per car)	500	R -	R -	500	R -	R -	500	R -	R -
16	Car Rental - International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
17	Transfers/Shuttle - Domestic (per Shuttle)	500	R -	R -	500	R -	R -	500	R -	R -
18	Transfers/Shuttle - Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
19	Transfers/Shuttle - International (per Shuttle)	500	R -	R -	500	R -	R -	500	R -	R -
20	Transfers/Shuttle - International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
21	Luxury Bus/Coach Bookings (per vehicle)	500	R -	R -	500	R -	R -	500	R -	R -
22	Luxury Bus/Coach Bookings cancellation	500	R -	R -	500	R -	R -	500	R -	R -
23	Train bookings - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
24	Train bookings - International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
25	Visa Assistance (Provision of documents and advice) (per person)	500	R -	R -	500	R -	R -	500	R -	R -
26	Courier services for travel documentation (visa & passports) (per person)	500	R -	R -	500	R -	R -	500	R -	R -
27	SMS Notifications (per person)	500	R -	R -	500	R -	R -	500	R -	R -
28	Parking bookings (per car)	500	R -	R -	500	R -	R -	500	R -	R -
29	Cancellations	500	R -	R -	500	R -	R -	500	R -	R -

30	Changes to bookings		500	R	-	R	-	500	R	-	R	-
31	After Hours Services		500	R	-	R	-	500	R	-	R	-
32	Additional Ad-hoc Reports (per report)		500	R	-	R	-	500	R	-	R	-
33	Customised Reports (per report)		500	R	-	R	-	500	R	-	R	-
34	Service Fee (per person)		500	R	-	R	-	500	R	-	R	-
TOTAL					R	-	R	-		R	-	R

TOTAL BID PRICE YEAR 1 + YEAR 2 + YEAR 3 EXCLUDING VAT (NON VAT VENDORS) R0.00

1.2 CONFERENCE AND TRANSACTION SERVICE FEES - OFF-SITE %		YEAR 1	YEAR 2	YEAR 3
Item	Description	%	%	%
1	Conference Fee (as a % of the Total turnover of the event) (per facility)	0	0	0
2	Mark-up % of the total cost - (per transaction fee - Item 1.1)	0	0	0
3	Total %	0	0	0

TOTAL % FOR YEAR 1 + YEAR 2 + YEAR 3

0

TOTALS FOR ITEM 1.1 AND ITEM 1.2 TO BE USED FOR EVALUATION

0.00

Signature and date of authorized company representative

ANNEXURE A: PRICING SCHEDULE - VAT VENDORS

CAPRICORN DISTRICT



DEPARTMENT OF SPORT, ARTS AND CULTURE

BID NUMBER

BID DESCRIPTION

SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE

BIDDER NAME

1.1 TRANSACTION SERVICE FEES - OFF-SITE		YEAR 1				YEAR 2				YEAR 3			
ITEM	Transaction Type	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Estimated Volume	Unit Price (incl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
1	Air Travel - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
2	Air Travel - International - Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
3	Air Travel - International - Re-issue	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
4	Air Travel - Domestic (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
5	Air Travel - Domestic Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
6	Air Travel - Domestic - Re-issue	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
7	Air Travel - International - Refunds	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
8	Air Travel - Domestic - Refunds	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
9	Accommodation - Domestic (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
10	Accommodation - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
11	Accommodation - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
12	Accommodation - International Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
13	Car Rental - Domestic (per car)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
14	Car Rental - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
15	Car Rental - International (per car)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
16	Car Rental - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
17	Transfers/Shuttle - Domestic (per Shuttle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
18	Transfers/Shuttle - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
19	Transfers/Shuttle - International (per Shuttle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
20	Transfers/Shuttle - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
21	Luxury Bus/Coach Bookings (per vehicle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
22	Luxury Bus/Coach Bookings cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
23	Train bookings - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
24	Train bookings - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
25	Visa Assistance (Provision of documents and advice) (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
26	Courier services for travel documentation (visa & passports) (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
27	SMS Notifications (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

SBD3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00AM	Closing date.....

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID. **SEKHUKHUNE DISTRICT**

ITEM NO.	DESCRIPTION	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
		YEAR 1	YEAR 2	YEAR 3
1	THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE TO LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS	R	R	R

TOTAL BID PRICE (YEAR 1 + YEAR 2 + YEAR 3)

R_____

- Required by:

- At:

- Brand and model

- Country of origin

- Does the offer comply with the specification(s)?

*YES/NO

- If not to specification, indicate deviation(s)

- Period required for delivery

*Delivery: Firm/not firm

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

ANNEXURE A: PRICING SCHEDULE - NON VAT VENDORS

SEKHUKHUNE DISTRICT



LMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE

BID NUMBER

BID DESCRIPTION

SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE

BIDDER NAME

1.1 TRANSACTION SERVICE FEES - OFF-SITE										
ITEM	Transaction Type	YEAR 1			YEAR 2			YEAR 3		
		Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)
1	Air Travel - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
2	Air Travel - International - Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
3	Air Travel - International - Re-issue	500	R -	R -	500	R -	R -	500	R -	R -
4	Air Travel - Domestic (per person)	500	R -	R -	500	R -	R -	500	R -	R -
5	Air Travel - Domestic Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
6	Air Travel - Domestic - Re-issue	500	R -	R -	500	R -	R -	500	R -	R -
7	Air Travel - International - Refunds	500	R -	R -	500	R -	R -	500	R -	R -
8	Air Travel - Domestic - Refunds	500	R -	R -	500	R -	R -	500	R -	R -
9	Accommodation - Domestic (per person)	500	R -	R -	500	R -	R -	500	R -	R -
10	Accommodation - Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
11	Accommodation - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
12	Accommodation - International Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
13	Car Rental – Domestic (per car)	500	R -	R -	500	R -	R -	500	R -	R -
14	Car Rental – Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
15	Car Rental – International (per car)	500	R -	R -	500	R -	R -	500	R -	R -
16	Car Rental – International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
17	Transfers/Shuttle – Domestic (per Shuttle)	500	R -	R -	500	R -	R -	500	R -	R -
18	Transfers/Shuttle – Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
19	Transfers/Shuttle – International (per Shuttle)	500	R -	R -	500	R -	R -	500	R -	R -
20	Transfers/Shuttle – International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
21	Luxury Bus/Coach Bookings (per vehicle)	500	R -	R -	500	R -	R -	500	R -	R -
22	Luxury Bus/Coach Bookings cancellation	500	R -	R -	500	R -	R -	500	R -	R -
23	Train bookings – International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
24	Train bookings – International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
25	Visa Assistance (Provision of documents and advice) (per person)	500	R -	R -	500	R -	R -	500	R -	R -
26	Courier services for travel documentation (visa & passports) (per person)	500	R -	R -	500	R -	R -	500	R -	R -
27	SMS Notifications (per person)	500	R -	R -	500	R -	R -	500	R -	R -
28	Parking bookings (per car)	500	R -	R -	500	R -	R -	500	R -	R -
29	Cancellations	500	R -	R -	500	R -	R -	500	R -	R -

30	Changes to bookings	500	R	-	R	-	500	R	-	500	R	-	R	-
31	After Hours Services	500	R	-	R	-	500	R	-	500	R	-	R	-
32	Additional Ad-hoc Reports (per report)	500	R	-	R	-	500	R	-	500	R	-	R	-
33	Customised Reports (per report)	500	R	-	R	-	500	R	-	500	R	-	R	-
34	Service Fee (per person)	500	R	-	R	-	500	R	-	500	R	-	R	-
TOTAL			R	-				R	-				R	-

TOTAL BID PRICE YEAR 1 + YEAR 2 + YEAR 3 EXCLUDING VAT (NON VAT VENDORS)

R0.00

1.2 CONFERENCE AND TRANSACTION SERVICE FEES - OFF-SITE %		YEAR 1		YEAR 2		YEAR 3	
Item	Description	%		%		%	
1	Conference Fee (as a % of the Total turnover of the event) (per facility)	0		0		0	
2	Mark-up % of the total cost - (per transaction fee - Item 1.1)	0		0		0	
3	Total %	0		0		0	

TOTAL % FOR YEAR 1 + YEAR 2 + YEAR 3

0

TOTALS FOR ITEM 1.1 AND ITEM 1.2 TO BE USED FOR EVALUATION

0.00

Signature and date of authorized company representative

ANNEXURE A: PRICING SCHEDULE - VAT VENDORS

SEKHUKHUNE DISTRICT



LMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE

BID NUMBER

BID DESCRIPTION

SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE

BIDDER NAME

1.1 TRANSACTION SERVICE FEES - OFF-SITE		YEAR 1				YEAR 2				YEAR 3			
ITEM	Transaction Type	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Estimated Volume	Unit Price (incl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
1	Air Travel - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
2	Air Travel - International - Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
3	Air Travel - International - Re-issue	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
4	Air Travel - Domestic (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
5	Air Travel - Domestic Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
6	Air Travel - Domestic - Re-issue	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
7	Air Travel - International - Refunds	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
8	Air Travel - Domestic - Refunds	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
9	Accommodation - Domestic (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
10	Accommodation - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
11	Accommodation - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
12	Accommodation - International Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
13	Car Rental - Domestic (per car)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
14	Car Rental - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
15	Car Rental - International (per car)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
16	Car Rental - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
17	Transfers/Shuttle - Domestic (per Shuttle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
18	Transfers/Shuttle - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
19	Transfers/Shuttle - International (per Shuttle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
20	Transfers/Shuttle - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
21	Luxury Bus/Coach Bookings (per vehicle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
22	Luxury Bus/Coach Bookings cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
23	Train bookings - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
24	Train bookings - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
25	Visa Assistance (Provision of documents and advice) (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
26	Courier services for travel documentation (visa & passports) (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
27	SMS Notifications (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -

28	Parking bookings (per car)	500	R	-	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
29	Cancellations	500	R	-	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
30	Changes to bookings	500	R	-	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
31	After Hours Services	500	R	-	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
32	Additional Ad-hoc Reports (per report)	500	R	-	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
33	Customised Reports (per report)	500	R	-	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
34	Service Fee (per person)	500	R	-	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
TOTAL																						

TOTAL BID PRICE YEAR 1 + YEAR 2 + YEAR 3 INCLUDING VAT (VAT VENDORS)

1.2 CONFERENCE AND TRANSACTION SERVICE FEES - OFF-SITE %		YEAR 1		YEAR 2		YEAR 3	
Item	Description	%		%		%	
1	Conference Transaction Fee (as a % of the Total turnover of the event) per facility	0		0		0	
2	Mark-up % of the total cost - (per transaction fee - Item 1.1)	0		0		0	
3	Total %	0		0		0	
TOTAL % FOR YEAR 1 + YEAR 2 + YEAR 3							
TOTALS FOR ITEM 1.1 AND ITEM 1.2 TO BE USED FOR EVALUATION							

TOTALS FOR ITEM 1.1 AND ITEM 1.2 TO BE USED FOR EVALUATION

0.00

Signature and date of authorized company representative

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

SBD3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00AM	Closing date.....

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID. WATERBERG DISTRICT

ITEM NO.	DESCRIPTION	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
		YEAR 1	YEAR 2	YEAR 3
1	THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE TO LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS	R	R	R

TOTAL BID PRICE (YEAR 1 + YEAR 2 + YEAR 3)

R_____

- Required by:

- At:

- Brand and model

- Country of origin

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)

- Period required for delivery

*Delivery: Firm/not firm

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

ANNEXURE A: PRICING SCHEDULE - NON VAT VENDORS

WATERBERG DISTRICT



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE

BID NUMBER

BID DESCRIPTION

SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE

BIDDER NAME

1.1 TRANSACTION SERVICE FEES - OFF-SITE					YEAR 1			YEAR 2			YEAR 3		
ITEM	Transaction Type	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)
1	Air Travel - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
2	Air Travel - International - Cancellation	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
3	Air Travel - International - Re-issue	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
4	Air Travel - Domestic (per person)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
5	Air Travel - Domestic Cancellation	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
6	Air Travel - Domestic - Re-issue	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
7	Air Travel - International - Refunds	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
8	Air Travel - Domestic - Refunds	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
9	Accommodation - Domestic (per person)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
10	Accommodation - Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
11	Accommodation - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
12	Accommodation - International Cancellation	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
13	Car Rental – Domestic (per car)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
14	Car Rental – Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
15	Car Rental – International (per car)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
16	Car Rental – International cancellation	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
17	Transfers/Shuttle – Domestic (per Shuttle)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
18	Transfers/Shuttle – Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
19	Transfers/Shuttle – International (per Shuttle)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
20	Transfers/Shuttle – International cancellation	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
21	Luxury Bus/Coach Bookings (per vehicle)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
22	Luxury Bus/Coach Bookings cancellation	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
23	Train bookings – International (per person)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
24	Train bookings – International cancellation	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
25	Visa Assistance (Provision of documents and advice) (per person)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
26	Courier services for travel documentation (visa & passports) (per person)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
27	SMS Notifications (per person)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
28	Parking bookings (per car)	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -
29	Cancellations	500	R -	R -	500	R -	R -	500	R -	R -	500	R -	R -

ANNEXURE A: PRICING SCHEDULE - VAT VENDORS

WATERBERG DISTRICT



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE

BID NUMBER

BID DESCRIPTION

SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE

BIDDER NAME

1.1 TRANSACTION SERVICE FEES - OFF-SITE				YEAR 1			YEAR 2			YEAR 3		
ITEM	Transaction Type	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Estimated Volume	Unit Price (incl VAT)	TOTAL Price (incl VAT)
1	Air Travel - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
2	Air Travel - International - Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
3	Air Travel - International - Re-issue	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
4	Air Travel - Domestic (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
5	Air Travel - Domestic Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
6	Air Travel - Domestic - Re-issue	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
7	Air Travel - International - Refunds	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
8	Air Travel - Domestic - Refunds	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
9	Accommodation - Domestic (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
10	Accommodation - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
11	Accommodation - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
12	Accommodation - International Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
13	Car Rental - Domestic (per car)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
14	Car Rental - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
15	Car Rental - International (per car)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
16	Car Rental - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
17	Transfers/Shuttle - Domestic (per Shuttle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
18	Transfers/Shuttle - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
19	Transfers/Shuttle - International (per Shuttle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
20	Transfers/Shuttle - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
21	Luxury Bus/Coach Bookings (per vehicle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
22	Luxury Bus/Coach Bookings cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
23	Train bookings - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
24	Train bookings - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
25	Visa Assistance (Provision of documents and advice) (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
26	Courier services for travel documentation (visa & passports) (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -
27	SMS Notifications (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

SBD3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00AM	Closing date.....

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID. MOPANI DISTRICT

ITEM NO.	DESCRIPTION	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
		YEAR 1	YEAR 2	YEAR 3
1	THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE TO LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS	R	R	R

TOTAL BID PRICE (YEAR 1 + YEAR 2 + YEAR 3)

R_____

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)?
- If not to specification, indicate deviation(s)
- Period required for delivery

***YES/NO**

***Delivery: Firm/not firm**

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

ANNEXURE A: PRICING SCHEDULE - NON VAT VENDORS

MOPANI DISTRICT



DEPARTMENT OF SPORT, ARTS AND CULTURE

BID NUMBER

BID DESCRIPTION

SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE

BIDDER NAME

1.1 TRANSACTION SERVICE FEES - OFF-SITE		YEAR 1			YEAR 2			YEAR 3		
ITEM	Transaction Type	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)
1	Air Travel - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
2	Air Travel - International - Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
3	Air Travel - International - Re-issue	500	R -	R -	500	R -	R -	500	R -	R -
4	Air Travel - Domestic (per person)	500	R -	R -	500	R -	R -	500	R -	R -
5	Air Travel - Domestic Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
6	Air Travel - Domestic - Re-issue	500	R -	R -	500	R -	R -	500	R -	R -
7	Air Travel - International - Refunds	500	R -	R -	500	R -	R -	500	R -	R -
8	Air Travel - Domestic - Refunds	500	R -	R -	500	R -	R -	500	R -	R -
9	Accommodation - Domestic (per person)	500	R -	R -	500	R -	R -	500	R -	R -
10	Accommodation - Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
11	Accommodation - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
12	Accommodation - International Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
13	Car Rental - Domestic (per car)	500	R -	R -	500	R -	R -	500	R -	R -
14	Car Rental - Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
15	Car Rental - International (per car)	500	R -	R -	500	R -	R -	500	R -	R -
16	Car Rental - International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
17	Transfers/Shuttle - Domestic (per Shuttle)	500	R -	R -	500	R -	R -	500	R -	R -
18	Transfers/Shuttle - Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
19	Transfers/Shuttle - International (per Shuttle)	500	R -	R -	500	R -	R -	500	R -	R -
20	Transfers/Shuttle - International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
21	Luxury Bus/Coach Bookings (per vehicle)	500	R -	R -	500	R -	R -	500	R -	R -
22	Luxury Bus/Coach Bookings cancellation	500	R -	R -	500	R -	R -	500	R -	R -
23	Train bookings - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
24	Train bookings - International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
25	Visa Assistance (Provision of documents and advice) (per person)	500	R -	R -	500	R -	R -	500	R -	R -
26	Courier services for travel documentation (visa & passports) (per person)	500	R -	R -	500	R -	R -	500	R -	R -
27	SMS Notifications (per person)	500	R -	R -	500	R -	R -	500	R -	R -
28	Parking bookings (per car)	500	R -	R -	500	R -	R -	500	R -	R -
29	Cancellations	500	R -	R -	500	R -	R -	500	R -	R -

ANNEXURE A: PRICING SCHEDULE - VAT VENDORS

MOPANI DISTRICT



DEPARTMENT OF SPORT, ARTS AND CULTURE

BID NUMBER

BID DESCRIPTION

BIDDER NAME

SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE

1.1 TRANSACTION SERVICE FEES - OFF-SITE													
ITEM	Transaction Type	YEAR 1				YEAR 2				YEAR 3			
		Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Estimated Volume	Unit Price (incl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
1	Air Travel - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
2	Air Travel - International - Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
3	Air Travel - International - Re-issue	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
4	Air Travel - Domestic (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
5	Air Travel - Domestic Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
6	Air Travel - Domestic - Re-issue	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
7	Air Travel - International - Refunds	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
8	Air Travel - Domestic - Refunds	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
9	Accommodation - Domestic (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
10	Accommodation - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
11	Accommodation - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
12	Accommodation - International Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
13	Car Rental – Domestic (per car)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
14	Car Rental – Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
15	Car Rental – International (per car)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
16	Car Rental – International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
17	Transfers/Shuttle – Domestic (per Shuttle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
18	Transfers/Shuttle – Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
19	Transfers/Shuttle – International (per Shuttle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
20	Transfers/Shuttle – International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
21	Luxury Bus/Coach Bookings (per vehicle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
22	Luxury Bus/Coach Bookings cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
23	Train bookings – International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
24	Train bookings – International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
25	Visa Assistance (Provision of documents and advice) (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
26	Courier services for travel documentation (visa & passports) (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
27	SMS Notifications (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -

28	Parking bookings (per car)	500	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
29	Cancellations	500	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
30	Changes to bookings	500	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
31	After Hours Services	500	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
32	Additional Ad-hoc Reports (per report)	500	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
33	Customised Reports (per report)	500	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
34	Service Fee (per person)	500	R	-	R	-	R	-	500	R	-	R	-	500	R	-	R	-	500	R	-	R	-	R	-
TOTAL																									
TOTAL BID PRICE YEAR 1 + YEAR 2 + YEAR 3 INCLUDING VAT (VAT VENDORS)																									

1.2 CONFERENCE AND TRANSACTION SERVICE FEES - OFF-SITE %		YEAR 1		YEAR 2		YEAR 3	
Item	Description	%		%		%	
1	Conference Transaction Fee (as a % of the Total turnover of the event) per facility	0		0		0	
2	Mark-up % of the total cost - (per transaction fee - Item 1.1)	0		0		0	
3	Total %	0		0		0	
TOTAL % FOR YEAR 1 + YEAR 2 + YEAR 3							
TOTALS FOR ITEM 1.1 AND ITEM 1.2 TO BE USED FOR EVALUATION							

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

SBD3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00AM	Closing date.....

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID. VHEMBE DISTRICT

ITEM NO.	DESCRIPTION	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)	TOTAL BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
		YEAR 1	YEAR 2	YEAR 3
1	THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE TO LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS	R	R	R

TOTAL BID PRICE (YEAR 1 + YEAR 2 + YEAR 3)

R_____

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)?
- If not to specification, indicate deviation(s)
- Period required for delivery

***YES/NO**

***Delivery: Firm/not firm**

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

ANNEXURE A: PRICING SCHEDULE - NON VAT VENDORS

VHEMBE DISTRICT



LMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE

BID NUMBER

BID DESCRIPTION

BIDDER NAME

SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE

1.1 TRANSACTION SERVICE FEES - OFF-SITE										
ITEM	Transaction Type	YEAR 1			YEAR 2			YEAR 3		
		Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)	Estimated Volume	Unit Price (excl VAT)	TOTAL Price (excl VAT)
1	Air Travel - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
2	Air Travel - International - Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
3	Air Travel - International - Re-issue	500	R -	R -	500	R -	R -	500	R -	R -
4	Air Travel - Domestic (per person)	500	R -	R -	500	R -	R -	500	R -	R -
5	Air Travel - Domestic Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
6	Air Travel - Domestic - Re-issue	500	R -	R -	500	R -	R -	500	R -	R -
7	Air Travel - International - Refunds	500	R -	R -	500	R -	R -	500	R -	R -
8	Air Travel - Domestic - Refunds	500	R -	R -	500	R -	R -	500	R -	R -
9	Accommodation - Domestic (per person)	500	R -	R -	500	R -	R -	500	R -	R -
10	Accommodation - Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
11	Accommodation - International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
12	Accommodation - International Cancellation	500	R -	R -	500	R -	R -	500	R -	R -
13	Car Rental – Domestic (per car)	500	R -	R -	500	R -	R -	500	R -	R -
14	Car Rental – Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
15	Car Rental – International (per car)	500	R -	R -	500	R -	R -	500	R -	R -
16	Car Rental – International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
17	Transfers/Shuttle – Domestic (per Shuttle)	500	R -	R -	500	R -	R -	500	R -	R -
18	Transfers/Shuttle – Domestic cancellation	500	R -	R -	500	R -	R -	500	R -	R -
19	Transfers/Shuttle – International (per Shuttle)	500	R -	R -	500	R -	R -	500	R -	R -
20	Transfers/Shuttle – International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
21	Luxury Bus/Coach Bookings (per vehicle)	500	R -	R -	500	R -	R -	500	R -	R -
22	Luxury Bus/Coach Bookings cancellation	500	R -	R -	500	R -	R -	500	R -	R -
23	Train bookings – International (per person)	500	R -	R -	500	R -	R -	500	R -	R -
24	Train bookings – International cancellation	500	R -	R -	500	R -	R -	500	R -	R -
25	Visa Assistance (Provision of documents and advice) (per person)	500	R -	R -	500	R -	R -	500	R -	R -
26	Courier services for travel documentation (visa & passports) (per person)	500	R -	R -	500	R -	R -	500	R -	R -
27	SMS Notifications (per person)	500	R -	R -	500	R -	R -	500	R -	R -
28	Parking bookings (per car)	500	R -	R -	500	R -	R -	500	R -	R -
29	Cancellations	500	R -	R -	500	R -	R -	500	R -	R -

ANNEXURE A: PRICING SCHEDULE - VAT VENDORS

VHEMBE DISTRICT



DEPARTMENT OF SPORT, ARTS AND CULTURE

BID NUMBER

BID DESCRIPTION

BIDDER NAME

SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE

1.1 TRANSACTION SERVICE FEES - OFF-SITE		YEAR 1				YEAR 2				YEAR 3			
ITEM	Transaction Type	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Estimated Volume	Unit Price (incl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
1	Air Travel - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
2	Air Travel - International - Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
3	Air Travel - International - Re-issue	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
4	Air Travel - Domestic (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
5	Air Travel - Domestic Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
6	Air Travel - Domestic - Re-issue	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
7	Air Travel - International - Refunds	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
8	Air Travel - Domestic - Refunds	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
9	Accommodation - Domestic (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
10	Accommodation - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
11	Accommodation - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
12	Accommodation - International Cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
13	Car Rental - Domestic (per car)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
14	Car Rental - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
15	Car Rental - International (per car)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
16	Car Rental - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
17	Transfers/Shuttle - Domestic (per Shuttle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
18	Transfers/Shuttle - Domestic cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
19	Transfers/Shuttle - International (per Shuttle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
20	Transfers/Shuttle - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
21	Luxury Bus/Coach Bookings (per vehicle)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
22	Luxury Bus/Coach Bookings cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
23	Train bookings - International (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
24	Train bookings - International cancellation	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
25	Visa Assistance (Provision of documents and advice) (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -
26	Courier services for travel documentation (visa & passports) (per person)	500	R -	R -	R -	500	R -	R -	R -	500	R -	R -	R -

[illegible]

1.2 CONFERENCE AND TRANSACTION SERVICE FEES - OFF-SITE %											R0.00
Item	Description	YEAR 1 %						YEAR 2 %		YEAR 3 %	
1	Conference Transaction Fee (as a % of the Total turnover of the event) per facility										
2	Mark-up % of the total cost - (per transaction fee - Item 1.1)	0						0		0	
3	Total %	0						0		0	
TOTAL % FOR YEAR 1 + YEAR 2 + YEAR 3											0
TOTALS FOR ITEM 1.1 AND ITEM 1.2 TO BE USED FOR EVALUATION											0.00

Signature and date of authorized company representative

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

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 State institution

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

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

- a) 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 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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

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:

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

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	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)
Black People	10	
Women	02	
Youth	02	
People living with Disabilities	02	
Black Military Veterans	02	
Rural / Township Business	02	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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:	



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE: HEAD OFFICE

TERMS OF REFERENCE NUMBER: DSAC 2023/24-B8

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF SERVICE PROVIDERS TO PROVIDE SERVICES FOR ACCOMMODATION, FLIGHT, AND CAR RENTAL AND SHUTTLE TO LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS.

CLOSING DATE: 5TH FEBRUARY 2024

CLOSING TIME: 11H00AM

BID VALIDITY PERIOD: 120 DAYS

TENDER BOX ADDRESS:

21 BICCARD STREET
OLYMPIC TOWERS
POLOKWANE
0699

1. INTRODUCTION

- 1.1 The Limpopo Department of Sport, Arts and Culture is looking for suitably qualified and experienced service providers with an impeccable track record in providing the services for Accommodation, Flight, Car Rental, and Shuttle to the Department of Sport, Arts and Culture.

2. BACKGROUND

- 2.1 The Department is event driven, and as such its officials will be required to travel for business purposes, nationally and internationally. Travel arrangements will consist of hotel accommodation, air transport, shuttle services and car rentals.

3. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

- 3.1 The purpose is to appoint service providers to provide the services for Accommodation, Flight, Car Rental, and Shuttle to the Department of Sport, Arts and Culture. The Department will appoint five service providers, one per district within the Limpopo Province. In instances where services are needed concurrently in more than one district, service provider from the starting point will co-ordinate the bookings.

4. DEFINITIONS

- 4.1 **DSAC** means the organ of state, Limpopo Department of Sport, Arts and Culture.
- 4.2 **Service Level Agreement (SLA)** is a contract between the service provider and DSAC that defines the level of service expected from the service provider.
- 4.3 **VAT** means Value Added Tax.
- 4.4 **Accommodation** means the rental of lodging facilities including conference facilities while away from one's place of abode, but on authorised official duty.
- 4.5 **After-hours service** refers to an enquiry or travel request that is actioned after normal working hours. i.e. 16:30-07:30 and 24 hours on weekends and public holidays.
- 4.6 **Air travel** means travel by airline on authorised official business.
- 4.6 **Authorising Official** means the employee who has been delegated to authorise travel in respect of travel requests and expenses, e.g. line manager of the traveller.
- 4.7 **Car Rental** means the rental of a vehicle for a short period of time by a Traveller for official purposes.
- 4.9 **Domestic travel** means travel within the borders of the Republic of South Africa.
- 4.10 **Emergency service** means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.
- 4.11 **International travel** refers to travel outside the borders of the Republic of South Africa.

4.12 Travel Management Company (TMC) refers to the successful bidder appointed to provide the services for Accommodation, Flight, and Car Rental to the Department of Sport, Arts and Culture.

4.13 Shuttle Service means the service offered to transfer a Traveller from one point to another, for example from place of work to the airport and meetings.

4.14 Transaction Fee means the fixed negotiated fee charged for each specific service type e.g. international air ticket, charged per type, transaction, and traveller.

4.15 Traveller refers to a DSAC official, consultant or contractor travelling on official business on behalf of DSAC.

4.16 Travel Authorisation is the official form utilised by DSAC reflecting the detail and order number of the trip that is approved by the relevant authorising official.

4.17 Travel Booker is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the Traveller.

5. LEGISLATIVE FRAMEWORK OF THE BID

5.1. Tax Legislation

5.1.1 Bidder(s) must be compliant when submitting a proposal to DSAC and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

5.2. Procurement Legislation

5.2.1 DSAC has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000).

5.3. Technical Legislation and/or Standards

5.3.1 Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services. It is the service provider's responsibility to ensure that they always use updated National Treasury Prescripts when procuring services for DSAC.

6. BRIEFING SESSION

6.1 There will be compulsory briefing session for this tender.

7. TIMELINE OF THE BID PROCESS

7.1 The validity period of the tender is 120 days after the closing date and time. The project timeframes of this bid are set out below:

Advertisement of bid on tender portal / tender bulletin

12th January 2024

Bid closing date.

12th February 2024 at 11:00am

Compulsory Briefing Session date

23rd January 2024 @ 10h00

21 Biccard Street, Olympic Towers building, Department of Sport, Arts and Culture

Notice to bidder(s) DSAC will endeavour to inform bidders of the progress until conclusion of the tender.

All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at DSAC's discretion. The establishment of a time or date in this bid does not create an obligation on the part of DSAC to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if DSAC extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

8. CONTACT AND COMMUNICATION

8.1. A nominated official of the bidder(s) can make enquiries in writing, to the specified person, Mrs Modiba M.V via email address modibav@sac.limpopo.gov.za. Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.

8.2. The delegated office of DSAC may communicate with Bidder(s) where clarity is sought in the bid proposal.

8.3. Any communication with an official or a person acting in an advisory capacity for DSAC in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

8.4. All communication between the Bidder(s) and DSAC must be done in writing.

8.5. Whilst all due care has been taken in the preparation of this bid, DSAC makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current, or complete. DSAC, and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current, or complete.

8.6. If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by DSAC (other than minor clerical matters), the Bidder(s) must promptly notify DSAC in writing of such discrepancy, ambiguity, error, or inconsistency in order to afford DSAC an opportunity to consider what corrective action is necessary (if any).

8.7. Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by DSAC will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

8.8. All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

9. LATE BIDS

9.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted.

10. COUNTER CONDITIONS

10.1 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

11. FRONTING

11.1. Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the Government condemn any form of fronting.

11.2. The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies DSAC may have against the Bidder / contractor concerned.

12. SUPPLIER DUE DILIGENCE

12.1 DSAC reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period.

12.2 DSAC amongst other things reserves the right to assess company documents to verify if the successful bidder is not in the process of insolvency, liquidation, or deregistration.

12.3 The Department reserves the right to report any bidder who submits fraudulent documents to National Treasury for listing on the register of list of restricted supplier and tender defaulters.

13. SUBMISSION OF PROPOSALS

13.1. Bid documents must be placed in the tender box on the aforesaid address on or before the closing date and time.

13.2. Bid documents will only be considered if received by DSAC before the closing date and time, regardless of the method used to send or deliver such documents to DSAC.

13.3. The bidder(s) are required to submit one (1) original copy marked correctly and sealed.

13.4 Bidder(s) are requested to initial each page of the tender document and the attachments.

14. SITE INSPECTION

14.1 DSAC reserves the right to do site inspection from the short-listed bidders as part of the bid process prior award to verify if the companies are under not the process of liquidation.

15. DURATION OF THE CONTRACT

15.1 The contract will be for a period of three (03) years.

16. SERVICE REQUIREMENTS

The panel will be required to comply with National Treasury Instruction Note 06 OF 2022/23 FY read in conjunction with National Treasury Instruction Note 07 of 2022/23 FY. (Copies attached).

16.1 AIR TRAVEL

- a. Airline tickets must be delivered electronically (via email) to the traveller(s) promptly after booking before the departure times (including sms confirmation).
- b. The TMC will book the lowest airfares possible for travel.
- c. For international flights, the airline which provides the most cost effective and practical routes, shall be used unless there are exceptionally good reasons that militates against the usage of cost effective and/ or practical routes. Any deviation from the usage of cost effective and/ or practical routes must be recorded in writing, the reason/s thereof be made clear and be forwarded to DSAC.
- d. The TMC will obtain three or more price comparisons where applicable to present the most cost effective and practical routing to the Traveller.

16.2. ACCOMMODATION

- a. The TMC should book from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the Traveller.
- b. The TMC will obtain three or more price comparisons from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the Traveller.

16.3 CAR RENTAL AND SHUTTLE SERVICES

- a. The TMC will book the vehicles as per the approved category vehicle from the closest rental location (airport, hotel, and venue). Confirmation of bookings must include sms confirmation.
- b. The travel consultant should advise the Traveller on the best time and location for collection and return considering the Traveller's specific requirements.
- c. For international travel the TMC may offer alternative ground transportation to the Traveller that may include rail, buses, and transfers.
- d. Luxury coach services will be provided as per DSAC requirements.

16.4 AFTER HOURS AND EMERGENCY SERVICES

- a. The TMC must provide a consultant or team of consultants to assist Travellers with after hours and emergency reservations and changes to travel plans.
- b. A dedicated consultant/s must be available to assist DSAC travellers with after hour or emergency assistance.
- c. After hours' services must be provided from Monday to Friday outside the official hours (16:30 to 7:30) and twenty-four (24) hours on weekends and Public Holidays.
- d. A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to (in all travel confirmations)
- e. The TMC must have a standard operating procedure for managing after hours and emergency services.

16.5 RESERVATIONS

The Travel Management Company will:

- a. book the negotiated discounted fares and rates.
- b. book convenient parking facilities at the airports where required for the duration of the travel.
- c. responds timely and process all queries, requests, changes, and cancellations timeously and accurately.
- d. issue all necessary travel documents, itineraries, and vouchers timeously to traveller(s) prior to departure dates. (Including sms confirmation).
- f. advises the Traveller of all visa and inoculation requirements well in advance.
- g. assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.
- h. Visa applications will not be the responsibility of the TMC; however, the relevant information must be supplied to the traveller(s) where visas will be required.
- i. Where pre-payments are required for bookings, it will be the responsibility of the TMC.
- j. Obtain three or more price comparisons for all travel requests where applicable to present the most cost-effective price.
- k. Hold supplier performance quarterly meetings with the Department.

17. CLAUSES TO BIDDERS

- a. The TMC shall submit to DSAC at least three copies of comparative price quotations for each transaction.
- b. Should DSAC discover and establish that the booked transport, and /or accommodation were not the lowest available and that such deviation cannot be justified, DSAC reserves the right to impose a monetary penalty to the value of then (10%) percent of the total value of each transaction tainted by an unjustified deviation from the expected standard.

18. EVALUATION AND SELECTION CRITERIA

DSAC has set minimum standards that a bidder(s) needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

- a) Administrative Compliance and Mandatory Requirements (Phase 1)
- b) Functionality Compliance (Phase 2)
- c) Price and Specific Goals (Phase 3)

Bidders must submit all documents as outlined in Table 1 below. Only bidder(s) that comply with ALL these criteria will proceed to Phase 2.

18.1. PHASE 1: ADMINISTRATIVE COMPLIANCE.

Bidder(s) must submit the documents listed in Table 1 below. All documents must be completed, initialled, and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' response will be evaluated based on compliance with the listed administrative and mandatory requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents.

PHASE 1: TABLE 1: DOCUMENTS THAT MUST BE COMPLETED, SIGNED AND SUBMITTED

TABLE 1.1: ADMINISTRATIVE REQUIREMENTS

Document that must be submitted	Non-submission and non-compliance will result in disqualification
Invitation to Bid – SBD 1	Complete, sign and initial each page of the document
Pricing Schedule Firm Prices – SBD 3.1 Annexure A	Complete, sign and initial each page of the document
Declaration of Interest – SBD 4	Complete, sign and initial each page of the document. NB: DECLARE ALL BUSINESS INTERESTS
Preference Point Claim Form – SBD 6.1	Complete, sign and initial each page of the document
Quotation	Quotation on the company letterhead and signed; and it must have the following: - quotation number, quotation date, quotation validity period of 120 days.

TABLE 1.2: MANDATORY REQUIREMENTS

Document that must be submitted	Non-submission and non-compliance will result in disqualification
Registration on Central Supplier Database (CSD).	Bidder(s) must be registered on the National Treasury Central Supplier Database (CSD). Attach CSD report.
Tax Compliant	To be verified on National Treasury's Central Supplier Database. Attach SARS pin.

Financial Capacity	- An undertaking by a bank as recognized by the Banks Act 94 of 1990 to provide a minimum value of one million five hundred thousand rands (R1 500 000.00) revolving credit or bank overdraft facility to the prospective bidder. - In case of a self-funding company, a stamped bank statement reflecting a minimum value of one million five hundred thousand rands (R1 500 000.00) not older than one month from the date the bid was advertised must be provided.
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PHASE 2: FUNCTIONALITY COMPLIANCE CRITERIA.

Bids must meet the minimum eligibility criteria in respect of functionality of **70 points out of 100** points to be evaluated further to Phase 3.

Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.

The functionality criteria together with the maximum points to be awarded are set out below:
The weight that will be allocated to each functionality criteria is as follows:

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent (0 = non-compliance)

NO	EVALUATION CRITERIA	GUIDELINES FOR APPLICATION	WEIGHT	BIDDER SCORE
1	Capacity and Capability of the service team	Attach CV's and certified copies of Identity Documents of at least 5 personnel with at least 5 years' experience providing the required services	30	
		Excellent: 5 CVs with 5 years or more experience	5 = 30	
		Very good: 4 CVs with 4 years' experience	4 = 24	
		Good: 3 CVs with 3 years' experience	3 = 18	
		Average: 2 CVs with 2 years' experience	2 = 12	
		Poor: 1 CV with 2 years' experience	1 = 6	
		Nothing provided:	0	
2	Travel Management Implementation Methodology	A project plan showing services breakdown: ✓ Accommodation Services ✓ Air Travel Services ✓ Car Rental and Shuttle Services, Luxury coaches ✓ Consistent and effective after-hours service ✓ Invoicing Management ✓ Crisis Management	(30)	

		The bidder must clearly indicate the roles and responsibilities of every personnel and indicate turnaround time of every service required.		
		• Excellent: 6 points above mentioned and detailed.	5 = 30	
		• Very good: 5 points above mentioned and detailed.	4 = 24	
		• Good: 4 points above mentioned and detailed.	3 = 18	
		• Average: 3 points above mentioned and detailed.	2 = 12	
		• Poor: Below 3 points above mentioned and detailed.	1 = 6	
		• Nothing provided	0	
3	Company Experience and Track Record Attach contactable reference letters with your client's letterhead and signed by authorized persons, from government entities or departments or municipalities or private institutions	Service provider must indicate - Duration or contract value and number of beneficiaries serviced (completed projects)	(20)	
		• Excellent: 5 or more References	5 = 20	
		• Very good: 4 References	4 = 16	
		• Good: 3 References	3 = 12	
		• Average: 2 References	2 = 8	
		• Poor: 1 References	1 = 4	
		• Nothing provided	0	
4	International Air Transport Association (IATA) Certificate	- Bidders are required to submit their valid International Air Transport Association (IATA) certificate (certified copy) at closing date. - Where a bidding company is using a 3rd party IATA certificate (certified copy), valid proof of the agreement must be attached and copy of the certificate to that effect at closing date.	(10)	
		• Attached	10	
		• Not attached	0	
5	Association of Southern African Travel Agents (ASATA) Certificate	Attach valid proof of the certificate (certified copy).	(10)	
		• Attached	10	
		• Not attached	0	

TOTAL

100 points

PHASE 3: 80/20 PREFERENCE POINTS SCORING SYSTEM IN TERMS OF PPR 2022.

Points for this tender shall be awarded for:

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

The maximum points for this tender are allocated as follows:	
PRICE	POINTS
	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

The specific goals allocated points in terms of this tender	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)
Black People	10	
Women	02	
Youth	02	
People living with Disabilities	02	
Black Military Veterans	02	
Rural / Township Business	02	

19. GENERAL CONDITIONS OF CONTRACT

19.1 Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

- a) The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which DSAC is prepared to enter a contract with the successful Bidder.
- b) The bidder submitting the General Conditions of Contract to DSAC together with its bid, duly initialled by an authorised representative of the bidder.
- c) The Department reserves the right to negotiate a fair market price with the successful bidders.

19.2 SPECIAL CONDITIONS OF CONTRACT

- a) All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
- b) Bid price will be valid for a period of 120 days from the closing date of the bid.
- c) Payment will be made after service rendered within a period of thirty days upon the receipt of invoice.

20. DSAC REQUIRES BIDDER(S) TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

20.1. Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of DSAC;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat DSAC fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with DSAC;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of DSAC as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from DSAC will not be used or disclosed unless the written consent of the client has been obtained to do so.

21. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

21.1. DSAC reserves its right to disqualify any bidder who either itself or any of whose members:

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of DSAC's officers, directors, employees, advisors or other representatives;
- d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- g. has in the past engaged in any matter referred to above; or
- h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

22. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

22.1. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that DSAC relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

22.2. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by DSAC against the bidder notwithstanding the conclusion of the Service Level Agreement between DSAC and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

23. PREPARATION COSTS

23.1 The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing DSAC, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

24. INDEMNITY

24.1 If a bidder breaches the conditions of this bid and, as a result of that breach, DSAC incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds DSAC harmless from any and all such costs which DSAC may incur and for any damages or losses DSAC may suffer.

25. PRECEDENCE

25.1 This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

26. LIMITATION OF LIABILITY

26.1 A bidder participates in this bid process entirely at its own risk and cost. DSAC shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

27. TAX COMPLIANCE

27.1 No tender shall be awarded to a bidder who is not tax compliant. DSAC reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance Certificate to DSAC, or whose verification against the Central Supplier Database (CSD) proves non-compliant. DSAC further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

28. NATIONAL TREASURY'S REGISTER OF TENDER DEFAULTERS

28.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. DSAC reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

29. GOVERNING LAW

29.1 South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

30. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

30.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors, and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that DSAC allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and DSAC will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

31. CONFIDENTIALITY

31.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with DSAC's examination and evaluation of a Tender.

31.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by DSAC remain proprietary to DSAC and must be promptly returned to DSAC upon request together with all copies, electronic versions, excerpts, or summaries thereof or work derived there from.

31.3 Throughout this bid process and thereafter, bidder(s) must secure DSAC's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

31.4 No confidential information relating to the process of evaluating or adjudicating tenders or appointing a bidder will be disclosed to a bidder or any other person not officially involved with such process.

32. DSAC PROPRIETARY INFORMATION

32.1 Bidder will on their bid cover letter make declaration that they did not have access to any DSAC proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
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17. Prices
18. Contract amendments
19. Assignment
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21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application
 - 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
 - 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
 - 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
3. General
 - 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
 - 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. Standards
 - 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of contract documents and information; inspection.
 - 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
 - 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
 - 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
 - 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. Patent rights
 - 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. Performance security
 - 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (c) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard

the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. Industrial Participation Programme** **National (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

PFMA SCM INSTRUCTION NO. 06 OF 2022/2023

**PUBLIC FINANCE MANAGEMENT ACT
(ACT 1 OF 1999)**

NATIONAL TRAVEL FRAMEWORK (NTF)

TO ALL:

ACCOUNTING OFFICERS OF DEPARTMENTS
ACCOUNTING OFFICERS OF CONSTITUTIONAL INSTITUTIONS
ACCOUNTING AUTHORITIES OF SCHEDULE 2 AND 3 PUBLIC ENTITIES
HEAD OFFICIALS OF PROVINCIAL TREASURIES

1. PURPOSE

- 1.1. This National Treasury Instruction prescribes a National Travel Framework (NTF) as contained in **Annexure A** of this Treasury Instruction for implementation by all accounting officers and accounting authorities.
- 1.2. This National Treasury Instruction must be read in conjunction with National Treasury Instruction No. 07 of 2022/2023 on Cost Containment Measures related to Travel and Subsistence for further understanding and application.

2. BACKGROUND

- 2.1 Sections 38(1)(a)(iii) and 51(1)(a)(iii) of the Public Finance Management Act, 1999 (Act No.1 of 1999) (the PFMA) require accounting officers and accounting authorities to ensure that their respective institutions have and maintain appropriate procurement and provisioning systems which are fair, equitable, transparent, competitive and cost-effective.
- 2.2 Section 38(1)(b) of the PFMA requires accounting officers of departments and constitutional institutions to be responsible for the effective, efficient, economical and transparent use of their respective institutions' resources.
- 2.3 According to section 38(1)(c)(ii) of the PFMA, accounting officers of departments and constitutional institutions must take effective and appropriate steps to prevent unauthorised expenditure, irregular expenditure and fruitless and wasteful expenditure.
- 2.4 Section 51(1)(b)(ii) of the PFMA requires accounting authorities of public entities to take effective and appropriate steps to prevent irregular expenditure and fruitless and wasteful expenditure.

- 7.3 Accounting authorities of Schedules 2 and 3 public entities must bring the contents of this Treasury Instruction to the attention of Chief Financial Officers and supply chain management officials of their respective public entities.

8. AUTHORITY FOR THIS TREASURY INSTRUCTION

This Treasury Instruction is issued in terms of section 76(4)(c) of the PFMA.

9. EFFECTIVE DATE

This Treasury Instruction takes effect on 1 September 2022.

10. CONTACT INFORMATION

- 10.1 Accounting officers of departments and constitutional institutions and accounting authorities of public entities may submit formal written enquires in respect of this Treasury Instruction to:

The Chief Procurement Officer
National Treasury
Private Bag X115
PRETORIA
0001

For attention: The Chief Procurement Officer
cpo@treasury.gov.za

- 10.2 The written enquiries referred to in paragraph 10.1 above may also be submitted to:

Estelle Setan
Chief Director: Strategic Procurement
Phone: 012 315 5919
E-mail: estelle.setan@treasury.gov.za

Phale Naake
Director: Strategic Procurement
(012) 315 5884
phale.naake@treasury.gov.za

MOLEFE ISAAC FANI
ACTING CHIEF PROCUREMENT OFFICER
DATE: 8-Jul-2022

ATTACHMENT

ANNEXURE A – NATIONAL TRAVEL FRAMEWORK



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

PFMA SCM INSTRUCTION NO. 07 OF 2022/2023

**PUBLIC FINANCE MANAGEMENT ACT
(ACT 1 OF 1999)**

COST CONTAINMENT MEASURES RELATED TO TRAVEL AND SUBSISTENCE

TO ALL:

ACCOUNTING OFFICERS OF DEPARTMENTS
ACCOUNTING OFFICERS OF CONSTITUTIONAL INSTITUTIONS
ACCOUNTING AUTHORITIES OF SCHEDULE 2 AND 3 PUBLIC ENTITIES
HEAD OFFICIALS OF PROVINCIAL TREASURIES

1. PURPOSE

- 1.1. The purpose of this National Treasury Instruction is to prescribe cost containment measures related to travel and subsistence to be implemented by accounting officers and accounting authorities.
- 1.2. This National Treasury Instruction must be read in conjunction with National Treasury Instruction 06 of 2022/2023 which prescribes the National Travel Framework (NTF) for further understanding and definitions.

2. SCOPE OF APPLICATION

- 2.1. This Treasury Instruction applies to all Travellers¹ travelling on Official Business.²
- 2.2. This Treasury Instruction applies to the staff of Ministries and the support staff³ of Traditional Leaders⁴ appointed by the relevant provincial department.
- 2.3. This Treasury Instruction does not apply to:
 - a) Members,⁵ as defined in the Guide for Members of the Executive;⁶
 - b) Traditional Leaders as defined in the Traditional Leadership Handbook;

¹ Traveller means a person travelling at the behest of the Institution on Official Business. Institutions may include other categories of Travellers, e.g. executives, other policy beneficiaries in line with applicable employment conditions (e.g. Institution bereavement, wellness and recruitment policies); Research collaboration support such as researchers and postgraduate students utilising shared research platforms; Non-executive members; appointed members of a Committee; appointed members of a Commission of Enquiry; persons appointed as advisors on grounds of policy considerations in terms of section 12A of the Public Service Act of 1994; interview candidates, invited guests, care attendants to a Traveller with a disability and other government employees where an employer-employee relationship exists as defined in the Labour Relations Act or similar, e.g. International Labour law (in the case of employees based in foreign countries) and other applicable legislation.

² Official Business in relation to this Instruction, means, travel and related costs associated with the authorised performance of the Institution's functions in terms of its mandate and strategic, operational and performance plans.

³ Personal secretaries (assistants), personal support staff, private office support staff, researchers, professional staff (technical advisers, economists, legal advisers, and drivers).

⁴ "Traditional Leader" means any king or queen, principal traditional leader, senior traditional leader, headman or headwoman who has been recognised in terms of the Traditional Leadership and Governance Framework Act, 2003 (Act No. 41 of 2003) or any relevant provincial law.

⁵ "Member/s" means a Minister, Deputy Minister, Premier, Member of the Executive Council (MEC) and a Presiding Officer/Deputy Presiding Officer in Parliament or in a Provincial Legislature, except in cases where specific categories of the above members are mentioned as national or provincial members.

⁶ Guide for the Members of the Executive (2019)

- c) The Chief Justice of South Africa, the Deputy Chief Justice and the other judges of the Constitutional Court;
- d) The President, Deputy President and other judges of the Supreme Court of Appeal;
- e) The Judge President, Deputy Judge President and other judges of each of the High Courts;
- f) Regional and district magistrates of the Magistrates' Courts;
- g) The judges of other courts established by an Act of Parliament; and
- h) Members of a Presidential Commission.

3. ENFORCEMENT OF THIS TREASURY INSTRUCTION

- 3.1. Section 38(1)(b) of the PFMA requires accounting officers of departments, trading entities or constitutional institutions to be responsible for the effective, efficient, economical and transparent use of their respective institutions' resources. Sections 38(1)(c)(iii) and 51(1)(b)(iii) of the PFMA also require accounting officers and accounting authorities to take effective and appropriate steps to manage the available working capital of their respective institutions efficiently and economically.
- 3.2. Accounting officers and accounting authorities are therefore required to implement control measures to ensure that all expenditure incurred by their respective institutions is necessary, appropriate and cost-effective. Accounting officers and accounting authorities are also required to ensure that all invoices related to amongst others travel related transactions are paid within 30 days from receipt of an invoice, unless otherwise agreed in a contract or other agreement with the supplier.
- 3.3. Accounting officers and accounting authorities are also responsible for ensuring that all employees in their respective institutions are mindful of the current economic realities of scarcity and intensify efforts to improve efficiency in expenditure and exercise oversight over supply chain management processes and procedures.

4. COMPLIANCE WITH COST CONTAINMENT MEASURES

Institutions must assist employees involved in the arrangement of travel to comply with the provisions of this Treasury Instruction to avoid possible irregular and fruitless and wasteful expenditure.

5. COST CONTAINMENT MEASURES

5.1 GENERAL PRINCIPLES

- 5.1.1 Institutions will allow the Travel Booker⁷ or the appointed Travel Management Company (TMC), to make travel arrangements on behalf of the Institution that is in line with the provisions of the Institution's Travel Policy and this Treasury Instruction.

⁷ Travel Booker: means the person coordinating travel reservations with the Travel Management Company consultant on behalf of the Traveller.

- 5.1.2 Travel Bookers, TMCs and Travellers must impartially consider the rates and fares available. Travel bookings must not be based on personal preferences for a particular travel service provider, access to lounges or the accumulation of reward and loyalty points.
- 5.1.3 Travel Bookers or the TMC must compare the best price of the day of various airline fares, accommodation establishment rates and car rental rates before confirming a booking, maintaining the principles of competitiveness and cost effectiveness in supporting the Institution's sustainability.
- 5.1.4 Institutions must make bookings:
- a) utilising the government negotiated corporate rates and fares where applicable, e.g. discounted air fares with airlines;
 - b) utilising their institutional negotiated rates and fares;
 - c) where the TMC can obtain better rates or fares; or
 - d) for accommodation within the maximum allowable rates as prescribed by the National Treasury.
- 5.1.5 In cases where the trip includes both air and land arrangements, Travel Bookers or the TMC must select the mode and combination thereof that is the most cost-effective and practical, taking into account the total cost of the trip.
- 5.1.6 The double payment of expenses is prohibited, e.g. an official cannot claim for meal expenses if meals are already included in the accommodation and, or conference arrangements.
- 5.1.7 Accounting officers and accounting authorities must reduce an allowance where the Institution or another party or host are paying for the claimed expenses. The Institution must recover the over payment from the Traveller in accordance with applicable the prescripts.
- 5.2 EMPLOYEES TRAVELLING ON SAME ENGAGEMENTS**
- 5.2.1 Accounting officers and accounting authorities must implement policies and procedures to restrict the number of officials and persons appointed on policy considerations⁸ travelling to the same event, conference, consultation or meeting to reasonable and necessary representation, including representations to Parliament or Provincial Legislatures.
- 5.2.2 Where more than one Traveller/official is attending the same event or meeting, they must co-ordinate the renting of cars or shuttle services in order to reduce the cost. This provision also applies to SMS officials using their own vehicle or MMS that has structured for a vehicle allowance.
- 5.2.3 The provisions of paragraphs 5.2.1 and 5.2.2 of this Treasury Instruction does not apply to:
- a) Accounting officers (AO)/Directors-General or person holding equivalent ranks in departments;

⁸ Policy Advisors appointed in terms of section 12A of the Public Service Act, 1994.

- b) Deputy Directors-General or persons holding equivalent ranks in departments;⁹
- c) AO/Chief Executive Officer of constitutional institutions;
- d) Officials at the level of management that report directly to the AO of a constitutional institution;
- e) Members of the Board of a public entity (schedule 2 and 3 of the PFMA);
- f) The Chief Executive Officer or other person in charge of a public entity;
- g) Members of the executive committee that report directly to the Chief Executive Officer or to any other person in charge of a public entity;
- h) Non-executive members serving on any Governance Committee of Institutions;¹⁰ and
- i) Officials of departments, constitutional institutions and public entities performing official duties in Parliament or in a provincial legislature other than those referred to in paragraph 5.2.1 above.

5.3 AIR TRAVEL

5.3.1 National Treasury has negotiated with some domestic airlines for upfront discounted air fares for government employees travelling on official business. Copies of the agreements are available on request. Due to confidentiality clauses in the agreements, National Treasury cannot publish the discounts in the public domain.

5.3.2 Travel bookers must consider the following when selecting a fare for air travel:

- a) Fare class: all air travel must be booked using the best price of the day and in the class of travel permitted under this instruction.
- b) Fare type: the use of restricted fare types as follows:
 - i. where there is a high degree of certainty of arrival or departure times, Travellers, Travel Bookers and TMC must consider restricted fare types;
 - ii. where there is a possibility that a scheduled meeting will not proceed, or there is uncertainty around the time that a scheduled meeting may conclude, Travellers, Travel Bookers and TMC must consider whether the additional cost of flexible fares outweighs the cost of possible changes or cancellation fees.
- c) Value for money: Travellers, Travel Bookers and TMC must compare fare classes and types across airlines servicing the particular route required.
- d) Advance booking: in order to benefit from the available best price of the day, domestic travel should be booked at least seven days in advance, where possible. The most cost effective options are available when making travel bookings/reservations more than 14 days prior to departure.

⁹ This does not apply to persons holding other ranks/positions in departments but who are remunerated at salary levels 15.

¹⁰ These Governance Committees include audit, risk, social and ethics and remuneration committees.

International travel should be booked at least three weeks in advance, where possible.

- 5.3.3 Institutions must use the negotiated discounted rates. The agreements are **not exclusive** agreements and, before confirming a booking, Institutions must ensure that their appointed TMCs or Travel Booker, compare the discounted rates with all other airline rates that is servicing the specific route, including the low cost carriers.
- 5.3.4 In order to make full use of the corporate discounts, institutions must instruct their TMCs or Travel Bookers to book against the relevant deal codes¹¹ assigned to Government by the airlines.
- 5.3.5 Air Travel (including travel to neighbouring and regional countries) that are five hours or less (from origin airport to destination airport)**
- 5.3.5.1 The standard of air travel for **Domestic air travel** of five hours or less must be in **economy class**, with consideration of **restricted fare types** as described in 5.3.2(b). Any exceptions to this rule must be approved by the AO/Accounting Authority (AA) or delegated official.
- 5.3.5.2 Business class is permitted in exceptional cases for trips less than five hours (from origin airport to destination airport) but requires prior approval of the AO/AA or delegated official.
- 5.3.5.3 Despite paragraphs 5.3.5.1 and 5.3.5.2, AO/AAs or delegated officials of Institutions may approve the purchase of business class tickets—
- a) for Travellers with disabilities;¹²
 - b) for Travellers with special needs¹³ based on medical grounds;
 - c) where the business class ticket is the same price or cheaper than the economy class ticket to the same destination.¹⁴
- 5.3.5.4 In cases where economy class flights are not available,¹⁵ Travel Bookers or TMC are not allowed to book business class unless approved by the AO/AA or delegated official, where it has been confirmed that the airline class was full and no other applicable flights are available.
- 5.3.6 International Air Travel exceeding five hours**
- 5.3.6.1 International travel requires the approval of the most senior official or a duly delegated official of the Institution.

¹¹ The code that the Travel Management Companies must quote/insert when making the booking in order to benefit from the negotiated discounted fares. The Government Institution will not get the discount if the deal code is not used.

¹² Disability for purposes of this document is defined as a person who are physically impaired and/or requires assistance to move or are depended upon a wheelchair.

¹³ Special needs means a distinctly different need of a Traveller that requires the AO/AA or Delegated Official to make a judgment call to provide for such a need. A medical certificate noting the medical need and the applicable period of time must be provided.

¹⁴ A complete and accurate trail of such cases must be kept by the AO/AA or Delegated Official for audit purposes.

¹⁵ A complete and accurate trail of such cases must be kept by the AO/AA or Delegated Official for audit purposes

- 5.3.6.2 The standard of air travel for international flights exceeding five hours shall be **economy class**, however, the AO/AA or delegated official may approve a higher class based on the merits of each request.
- 5.3.6.3 Business class is permitted for trips that exceed five hours (from origin airport to destination airport) but requires prior approval of the AO/AA or delegated official.
- 5.3.6.4 Business class tickets may only be purchased for the following persons, unless the person elects to fly economy class:
- a) Directors-General or persons holding equivalent ranks in departments;
 - b) Deputy Directors-General or persons holding equivalent ranks in a department;¹⁶
 - c) Persons appointed on grounds of policy considerations in terms of section 12A of the Public Service Act, 1994 (i.e. advisors to executive authorities);
 - d) AO/CEO of constitutional institutions;
 - e) Officials at the level of management that report directly to the AO of a constitutional institution;
 - f) Members of Boards of public entities (schedule 2 and 3 of the PFMA);
 - g) The CEO or other person in charge of the public entity;
 - h) Members of the executive committee that report directly to the CEO or to any other person in charge of the public entity; and
 - i) Non-executive members serving on any Governance Committee of an Institution.¹⁷
- 5.3.6.5 Despite paragraphs 5.3.6.2 to 5.3.6.4, the AO/AA or delegated official may approve the purchase of business class tickets–
- a) for Travellers with disabilities;¹⁸
 - b) for Travellers with special needs¹⁹ based on medical grounds;
 - c) where the business class ticket is the same price or cheaper than the economy class ticket to the same destination;²⁰
 - d) For a Traveller accompanying a person entitled to travel at a higher class if the traveller is required to maintain contact with that person for business purposes, e.g. travelling together to make a presentation shortly after arrival.
- 5.3.6.6 In cases where economy class flights are not available Travel Bookers or TMCs are not allowed to book business class unless approved by the AO/AA

¹⁶ This does not apply to persons holding other ranks/positions but who are remunerated at salary levels 14 or 15.

¹⁷ These Governance Committees include audit committees and risk management committees

¹⁸ Disability for purposes of this document is defined as a person who are physically impaired and/or requires assistance to move or are depended upon a wheelchair.

¹⁹ The term 'Special needs' means a distinctly different need of a Traveller that requires the AO/AA or Delegated Official to make a judgment call to provide for such a need. A medical certificate noting the medical need and the applicable period of time must be provided.

²⁰ A complete and accurate trail of such cases must be kept by the AO/AA or Delegated Official for audit purposes.

or delegated official, where it has been confirmed that the airline class was full and no other applicable flights are available.

5.4 ACCOMMODATION

- 5.4.1 AA/AO must ensure that domestic accommodation expenditure does not exceed the maximum allowable rates set out in the Domestic Accommodation Rate Grid enclosed as **Annexure A** to this Treasury Instruction. National Treasury will review the rates as and when necessary.
- 5.4.2 Domestic overnight accommodation for travellers is limited to instances where—
- a) the distance travelled exceeds 300 kilometres on a return journey (150km each way) from the place of work to the destination;
 - b) the meeting/ conference/workshop is held over a number of days; or
 - c) the event finishes after hours.
- 5.4.3 When choosing domestic or international accommodation, the Travel Booker or TMC must choose the lowest rate available at suitable accommodation establishments within reasonable distance from place of duty. The Travel Booker will select the most appropriate star rating, based on what is allowed in this Instruction, business requirements and total cost of travel (typically, accommodation rates plus transportation costs).
- 5.4.4 Domestic accommodation selected must not exceed the maximum allowable rates as prescribed by National Treasury. Any exceptions to this rule must be approved by the AO/AA or delegated official.
- 5.4.5 The AO/AA or delegated official may only approve domestic accommodation costs that exceed the maximum allowable rates under the following circumstances:
- a) during peak holiday periods;²¹
 - b) when the demand is high and the accommodation establishments are sold out;
 - c) the accommodation that is still available is priced higher than the maximum allowable rates. In this case the Travel Booker will book the most reasonable option and retain a record of why the maximum was exceeded;
 - d) when officials are required to stay over in the accommodation establishment where the Official Business is conducted to avoid additional traveling cost; and
 - e) if there is an operational requirement.²²
- 5.4.6 Expense claims for meals may not be paid to the Traveller if meals are already included in the accommodation rate or conference fee.

²¹ Peak holiday period means a period during South African school holidays and public holidays as provided for in the South African calendar.

²² Example: VIP Protectors to stay in the same hotel as their VIP; Visiting Heads of State / Heads of Government; during major events such as WEF, SADC etc. where the hiring of an operational room in the hotel where the VIP's are accommodated is necessary. Furthermore is it sometimes an operational requirement for an entire delegation to stay in the same place of accommodation to reduce additional travelling cost.

- 5.4.7 Special dietary requirements must be considered when the most relevant accommodation option is booked. If the accommodation establishment does not cater for special dietary requirements, then a room excluding meals must be booked (bed-and-breakfast or room only). The Traveller may claim the actual expenditure for the Meals (not exceeding the maximum daily amount and must be accompanied by receipts as supporting evidence).
- 5.4.8 In cases where the accommodation establishment does not offer meal facilities, the Travel Booker or TMC must book the room only or bed-and-breakfast options. The Traveller may claim the actual expenditure for the meals (not exceeding the maximum daily amount and must be accompanied by receipts as supporting evidence).
- 5.4.9 Some accommodation establishments do not offer meal facilities and will provide meal vouchers in lieu of the meal which can be redeemed at facilities with which the establishment have made arrangements. The Traveller must not request or demand cash from an accommodation establishment in lieu of the meal cost included in the Institution's Travel Accommodation Voucher. Such action is misconduct and must be dealt with in terms of the Institution's Disciplinary Policy. In exceptional cases, where the accommodation establishment offers cash because there is no alternative, it may be accepted.
- 5.4.10 Domestic Accommodation**
- 5.4.10.1 South African Tourism, through its Tourism Grading Council component, is mandated to provide quality assurance of tourism products and facilities through amongst others the grading of establishments such as hotels, bed & breakfasts, guest houses and conference venues in South Africa.
- 5.4.10.2 In order to promote the grading establishments throughout the country, Cabinet approved that government institutions should, with effect from January 2005, procure accommodation only from graded establishments and that, in exceptional cases, the use of establishments which are not graded by the Grading Council may be permitted.
- 5.4.10.3 Institutions may enter into agreements, through the normal procurement process, with accommodation facilities to secure rates that are lower than the maximum allowable rates prescribed by National Treasury.
- 5.4.10.4 The maximum allowable rates are per star grading and type (room only, bed-and-breakfast or dinner-bed-and-breakfast) for domestic accommodation within which a Traveller is allowed to be accommodated in accordance with his or her organisational level or position within the Institution.
- 5.4.10.5 The standard class of domestic accommodation must be a **three-star** establishment or equivalent accommodation establishment, unless approved otherwise by the AO/AA or delegated official.
- 5.4.10.6 The following persons may stay in a **four-star** establishment or equivalent accommodation establishment, unless the person elects to stay in a lower graded establishment:

- a) AO/Director-General or persons holding equivalent ranks in departments;
- b) Deputy Directors-General or persons holding equivalent ranks in departments;
- c) Persons appointed on grounds of policy considerations in terms of Section 12A of the Public Service Act, 1994 (i.e. advisors to executive authorities);
- d) AO/CEO of constitutional institutions.
- e) Officials at the level of management that report directly to the AO of a constitutional institution;
- f) Members of the AA (Board) of public entities (schedule 2 and 3 of the PFMA);
- g) The CEO or other person in charge of a public entity;
- h) Members of the CEO's executive committee that report directly to the CEO or to any other person in charge of a public entity; or
- i) Non-executive members serving on any Governance Committee of Institutions.²³

5.4.10.7 Despite paragraphs 5.4.10.5 and 5.4.10.6 above, a higher star graded establishment may be booked (irrespective of the organisational level or position) under the following circumstances:²⁴

- a) Where the rate of the higher star graded establishment is equal or lower than the lower star graded establishment and within the limits of the maximum allowable rates permitted;
- b) the higher star graded establishment is the only available option due to location and availability;
- c) the institution has negotiated lower rates with the higher star graded establishment and the rates are within the limits of the maximum allowable rates permitted.
- d) in all cases the principle of cost-effectiveness must prevail. The lowest rate available at suitable accommodation establishments within reasonable distance from place of work. The Travel Booker will determine the most appropriate star rating, based on an assessment of government business requirements and total cost of travel (typically, accommodation rates plus transportation costs).

5.4.10.8 In exceptional cases the AO/AA or delegated official may approve a deviation from paragraphs 5.4.10.5 and 5.4.10.6 above with justifiable reasons and accurately recorded for audit purposes.

5.4.11 International Accommodation

5.4.11.1 International travel requires the approval of the most senior official or a duly delegated official of the Institution.

²³ These Governance Committees include audit, risk and remuneration committees.

²⁴ A Complete and accurate trail of such cases must be kept by the Institution for audit purposes.

- 5.4.11.2 The approval submission must comply with the requirements of the National Travel Policy Framework, with specific reference to the financial implications and be approved by the most senior official or a duly delegated official.

5.5 GROUND TRANSPORTATION

- 5.5.1 In cases where the Official Business trip includes both air and road travel, Travel Bookers or TMCs must select the mode and combination thereof that is the most cost-effective and practical, taking into account the total cost of the Official Business trip and time consumed.
- 5.5.2 Where more than one Traveller is attending the same event or meeting, they must co-ordinate the renting of cars or shuttle services in order to reduce the cost. This provision also applies to SMS officials using their own vehicle or MMS that has structured for a vehicle allowance.
- 5.5.3 Travellers may make use of public transport such as Uber, Gautrain, taxi, municipal bus services, etc. or shuttle services when travelling to and from the airport if it is safe and more cost effective than the cost of car rental and, or, the cost of parking and, or, kilometres claimed.
- 5.5.4 AOs/AAs are responsible for the cost-effective management of travel reimbursement and vehicle hire (car rental) expenses and for the adoption of policies and procedures to this effect.
- ### **5.5.5 Car Rental**
- 5.5.5.1 The Travel Booker or TMC must book a rental vehicle for the period that it is actually required for Official Business.
- 5.5.5.2 The Traveller must return the rental vehicle within the specified rental period or notify the Travel Booker or TMC to make additional arrangements with the Car Rental Company. If the Traveller fails to inform the Travel Booker or the TMC, where it was in his or her ability to do so, and additional charges are incurred, the Institution will settle the account, and if the Traveller is found liable, recover the amount from the Traveller.
- 5.5.5.3 If the Traveller needs to extend the rental period for Official Business purposes, the Traveller must obtain approval from the Authorising Official and the TMC will issue a Travel Voucher for the extended period.
- 5.5.5.4 The various Car Rental Companies use different groups and, or SIPP codes to categorise their vehicles. Please refer to **Annexure B** for the various Car Rental Companies' Group and SIPP code categorisation.
- 5.5.5.5 The default car types to be booked are vehicles categorised as "**Mini, Economy or Compact**" also known as **Group B**, subject to availability and cost effectiveness.
- 5.5.5.6 The following officials may hire a higher class vehicle (categorised as "Intermediate, Standard, Premium or Luxury"), unless the person elects to hire a "Mini, Economy or Compact" type of vehicle:

- a) AO/Director-General or persons holding equivalent ranks in departments;
 - b) AO and CEO of constitutional institutions;
 - c) Members of the Boards of public entities (schedule 2 and 3 of the PFMA); and
 - d) The CEO or other person in charge of a public entity.
- 5.5.5.7 Officials with a disability who require the use of an automatic vehicle or officials who have a restriction on their driver's license may hire a "Mini, Economy or Compact" type of vehicle with an automatic transmission. The hiring of an automatic vehicle for any other Traveller must be approved by the AO/AA or delegated official.
- 5.5.5.8 Despite paragraphs 5.5.5.5 to 5.5.5.7 above, AOs/AAs or delegated officials may approve the hiring of an "Intermediate, Standard, Premium or Luxury" type vehicle, minibus, bus (above 16 seater) or passenger van in instances where:
- a) three or more Travellers are travelling together;
 - b) the return journey to be travelled exceeds 400 kilometres to and from the destination (return journey);
 - c) the special needs²⁵ of a Traveller (based on medical grounds) are to be catered for;
 - d) extra luggage must be accommodated;
 - e) transportation of more than 16 passengers; or
 - f) transporting of foreign dignitaries.
- 5.5.5.9 A different class of vehicle (e.g. Intermediate or Standard sports utility vehicle or 4X4) may be hired if required for a particular terrain. Mountainous and gravel roads are considered difficult terrain and vehicles with higher ground clearance may be required.
- 5.5.5.10 A Traveller is permitted to accept a higher category of rental vehicle if such an upgrade is offered free of charge. A Traveller is, under no circumstances, allowed to demand such an upgrade.
- 5.6 ENGAGEMENT OF TRAVEL MANAGEMENT COMPANIES**
- 5.6.1 The Institution may appoint one or more Travel Management Companies. This must be done in accordance with the applicable prescripts and instructions issued by National Treasury to effectively and efficiently manage the Institution's travel services.
- 5.6.2 The working relationship between the TMC and the Institution shall be regulated by a Service Level Agreement, which amongst others, shall require the TMC to:
- a) obtain the best possible travel arrangements with the most competitive option when making travel bookings. In doing so, the TMC must be mindful of cost and value for money and provide competitive rates and best prices; and

²⁵ The term 'Special needs' means a distinctly different need of a Traveller that requires AO/AA or Delegated Official to make a judgment call to provide for such a need. A medical certificate noting the medical need and the applicable period of time must be provided.

- b) constantly provide feedback on bookings including any pertinent information regarding the Official Business trip to the Traveller, and resolutions of any concerns raised by Travellers on the services rendered by the TMC.
- 5.6.3 The Institution must manage the TMCs to deliver cost-effective and operationally efficient support in achieving the Institution's mandate.
- 5.6.4 All rates offered by TMCs to Institutions for domestic air and land arrangements must be net and non-commissionable.²⁶ This will include rates offered by domestic airlines, hotels, car rental companies and the informal accommodation market e.g. Guest Houses, Bed & Breakfast or similar establishments.
- 5.6.5 A transparent relationship between the Institution and the TMC must be maintained and any commissions earned through an Institution's volumes will be reimbursed to that Institution. Where it is found or suspected that commissions are earned by the TMC for a specific Institution's travel bookings, the Institution may demand that all these commissions be declared and reimbursed to the relevant Institution or set-off against the TMC fees to the credit of the Institution.
- 5.6.6 Institutions will only pay the transaction fees or management fees as agreed in the Service Level Agreement between the parties and the actual cost of the airline ticket, Accommodation, car hire or shuttle service.
- 5.6.7 In the absence of the contracted services of a Travel Management Company, Institutions must administer the procurement of travel related services via the prescribed procurement processes.
- 5.6.8 Only the services as approved and described on the Travel Voucher that correspond with the Travel Authorisation Form is for the account of the Institution and the TMC only invoices this to the Institution. The Institution may instruct the TMC to invoice all other unauthorised expenses separately to the Institution. The Institution must settle the account, and if the Traveller is found liable, recover the amount from the Traveller, subject to the applicable prescripts.
- 5.6.9 In the event of an After-Hours Reservation, the TMC must execute the request based on a verbal approval or approval via Short Message Service (SMS) or email from the Authorising Official. The Institution must present the Travel Authorisation Form or purchase order to the TMC within 72 hours after the request was executed by the TMC or where not practical, within 24 hours upon return to the place of work, to avoid irregular or fruitless and wasteful expenditure. The TMC must follow up with the Institution and upon failure by the Institution to submit the Travel Authorisation Form or purchase order, the TMC may proceed to invoice the transaction.
- 5.7 EXPENSE MANAGEMENT AND REIMBURSEMENT**
- 5.7.1 Institutions must have a travel and subsistence policy (Institutional Travel Policy) in terms of which the Institution will pay employees who are required to spend at least one night away from their usual place of residence on local travel for business

²⁶ The net and non-commissionable rate means a rate that does not include any third party reward, i.e. a rate that is not marked up to include any commissions.

purposes, an allowance for each night away to cover personal expenses such as meals, refreshments and laundry.

- 5.7.2 Travel expenses must be properly documented and approved according to the Institutional Travel Policy and/or procedures. It is each Traveller's responsibility to adhere to these policies and/or procedures when involved with travel expenditure on behalf of the Institution. Further, it is the responsibility of the Authorising Official to be familiar with the reason for the expenditure and to be satisfied that they have been reported and claimed in a manner consistent with the Institution's policies and/or procedures.
- 5.7.3 The DPSA annually publishes a "Financial Manual for the Purposes of Calculation and Application of Allowances and Benefits" and issues Circulars indicating any adjustments of allowances and tariffs contained in the Financial Manual.
- 5.7.4 The PSCBC Resolution 3 of 1999 makes provision for various kinds of remunerative allowances and benefits related to travel.
- 5.7.5 Institutions to which the DPSA Financial Manual and the PSCBC Resolution 3 of 1999 do not apply must use the published South African Revenue Service (SARS) subsistence allowance and advance rates.
- 5.7.6 Institutions must familiarise themselves with these provisions and apply them accordingly.

5.8 REIMBURSABLE EXPENSES

The following expenses are reimbursable via the Institution's expense claim policy and/or procedures while on Official Business. Institutions may only reimburse costs on submission of proof of expenditure.

- a) parking costs at airports, hotels and conferences;
- b) toll fees (excluding SAPS and DOD who are exempt);
- c) laundry expenses;
- d) cost of meals (if not included in the Accommodation voucher);
- e) mileage on the use of private vehicle;
- f) use of business centres and communication at Accommodation Establishments or event facilities;
- g) business travel vaccination requirements;
- h) visas or expenses related to obtaining business visas or passports;
- i) excess luggage if it is for business purposes;
- j) loss as a result of exchange rate fluctuations;
- k) public transport expenses;
- l) refuelling of hired vehicles; or
- m) any other expense related to the Official Business trip on a case-by-case basis and approved by the Authorising Official.

5.9 NON-REIMBURSABLE EXPENSES

- 5.9.1 The following expenses may not be claimed:

- a) Tips or gratuities for waitering staff included in the bills for meals;
- b) room service or tray service;
- c) alcoholic beverages;
- d) consumable items taken from mini bars in an accommodation establishment;
- e) personal phone calls;
- f) private travelling;
- g) internet connectivity for private purposes at accommodation establishments, airports and other public places;
- h) overweight and, or over-limit baggage expenses, unless it is due to Official Business purposes;
- i) fees incurred to access the health club or fitness centres of accommodation establishments; and
- j) any other expenses not directly linked to official business.

5.10 KILOMETERS TRAVELLED

Institutional policies must make provision for the management of kilometres claimed when using a private vehicle for Official Business purposes. Specific focus should be given to the following areas:

- 5.10.1 Kilometers claimed. All claims must be based on the actual distance travelled calculated from the place of work to the destination.
- 5.10.2 Kilometer claim rate.²⁷ Traveller will be compensated for the official kilometres travelled, either according to the Tariffs for the Use of Motor Transport, as determined by the DoT or the SARS kilometre rates, whichever is applicable to the Institution.
- 5.10.3 Incorrect mileage and engine size: Where it is found or suspected that travellers are claiming incorrect mileage or incorrect engine size in an attempt to defraud government, the Institution may institute disciplinary actions and deduct the amount from the Traveller's salary, subject to applicable prescripts.

6. APPLICABILITY

This Treasury Instruction applies to all departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the PFMA.

7. REPEAL OF NATIONAL TREASURY INSTRUCTION

National Treasury Instruction No. 4 of 2017/2018 on Cost Containment Measures related to Travel and Subsistence dated 25 May 2017 is hereby repealed.

²⁷ <https://www.sars.gov.za/AllDocs/OpsDocs/Guides/PAYE-GEN-01-G03%20-%20Guide%20for%20Employers%20in%20respect%20of%20Allowances%20-%20External%20Guide.pdf>

8. DISSEMINATION OF INFORMATION CONTAINED IN THIS INSTRUCTION

- 8.1 Accounting officers of departments and constitutional institutions must bring the contents of this Instruction to the attention of:
- a) Chief Financial Officers and supply chain management officials of their respective departments and constitutional institutions;
 - b) Accounting authorities of public entities reporting to their executive authorities.
- 8.2 Heads of provincial treasuries are requested to bring the contents of this Instruction to the attention of accounting officers, chief financial officers and supply chain management officials in their respective provincial departments.
- 8.3 Accounting authorities of Schedules 2 and 3 public entities must bring the contents of this Instruction to the attention of Chief Financial Officers and supply chain management officials of their respective public entities.

9. AUTHORITY FOR THIS INSTRUCTION

This Treasury Instruction is issued in terms of section 76(4)(b) and (c) of the of the Public Finance Management Act, 1999 (Act No. Act 1 of 1999).

10. EFFECTIVE DATE

This Treasury Instruction takes effect on 1 September 2022.

11. CONTACT INFORMATION

- 11.1 Accounting officers and accounting authorities of departments, constitutional institutions, public entities and government business enterprises may submit formal enquires in terms of this Treasury Instruction to:

The Chief Procurement Officer
National Treasury
Private Bag X115
PRETORIA
0001

For attention: The Chief Procurement Officer
cpo@treasury.gov.za

- 11.2 Queries related to this Treasury Instruction may be submitted to:

Phale Naake
Director: Strategic Procurement
012 315 5883
phale.naake@treasury.gov.za

MOLEFE ISAAC FANI
ACTING CHIEF PROCUREMENT OFFICER
DATE: 7 July 2022

ATTACHMENTS

- ANNEXURE A: MAXIMUM ALLOWABLE RATES FOR DOMESTIC ACCOMMODATION
AND MEALS
- ANNEXURE B: CAR RENTAL GROUPS AND SIPP CODES



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

ANNEXURE A:

MAXIMUM ALLOWABLE RATES FOR THE DOMESTIC ACCOMMODATION AND MEALS

1. GRADING AS A REQUIREMENT IN GOVERNMENT TO ONLY STAY IN GRAGED ACCOMMODATION ESTABLISHMENTS

- 1.1 South African Tourism, through its Tourism Grading Council component, is mandated to provide quality assurance of tourism products and facilities through amongst others the grading of establishments such as hotels, bed & breakfasts, guest houses and conference venues in South Africa.
- 1.2 In order to promote the grading establishments throughout the country, Cabinet approved that government institutions should, with effect from January 2005, procure accommodation only from graded establishments and that, in instances where graded accommodation is not available, the use of establishments which are not graded by the Grading Council may be permitted.

2. MAXIMUM ALLOWABLE RATES FOR DOMESTIC ACCOMMODATION

- 2.1 Table 1 indicates the maximum allowable rates per accommodation type and per star grading of the establishment that may be booked for Travellers on Official Business.
 - 2.1.1 **BAND 1:** This band is for a Room only and the price is inclusive of VAT and the Tourism Levy. The Band to be booked where a traveller only requires lodging and will be taking his/her meals elsewhere. Expenses for meals can be claimed within the maximum daily amount as indicated below.
 - 2.1.2 **BAND 2:** This band is for a room and includes breakfast as part of the rate. The price is inclusive for VAT and the Tourism Levy. The Band to be booked where a traveller requires lodging and will be taking his/her breakfast at the establishment. Only expenses for lunch and dinner can be claimed up to the maximum as indicated below.
 - 2.1.3 **BAND 3:** This band is for a room and includes breakfast and dinner as part of the rate. The price is inclusive for VAT, the Tourism Levy and two (2) soft drinks. The Band to be booked where a traveller requires lodging and will be taking his/her breakfast and dinner at the establishment. Only expenses for lunch can be claimed.

TABLE 1:

Vouchers Includes	Band 1	Band 2	Band 3
	Room Only Tourism Levy VAT	Room & Breakfast Tourism Levy VAT	Room, Breakfast & Dinner Tourism Levy VAT 2x non-alcoholic beverages at Dinner
Graded Hotel or Boutique Hotel			
1 Star	R630	R780	R1 000
2 Star	R980	R1 120	R1 350
3 Star	R1 190	R1 310	R1 530
4 Star	R1 360	R1 470	R1 700
5 Star	R2 280	R2 401	R2 740
Graded Bed & Breakfast, Country House or Guest House			
1 Star	R350	R530	R740
2 Star	R540	R710	R920
3 Star	R980	R1 150	R1 350
4 Star	R1 090	R1 260	R1 460
5 Star	R1 300	R1 480	R1 680
Graded Self-Catering			
	Band 1	Band 2	Band 3
1 Star	R630		
2 Star	R980		
3 Star	R1 190		
4 Star	R1 360		
5 Star	R1 570		
Maximum for Meals			
Breakfast	R 120		
Lunch	R 170		
Dinner	R 190		
Maximum	R 480		

Note: Expenses for parking is NOT included in Bands 1, 2 and 3 and may be claimed separately by travelers.

3. MAXIMUM ALLOWABLE RATES FOR MEAL EXPENSES

- 3.1 Institutions to only reimburse officials for meal expenses within the limits as set out in Table 2. Receipts of actual expenditure to be provided with the claim in all cases.
- 3.2 National Treasury will set these maximum allowable amounts and review it periodically.

TABLE 2:

Claims for Meal Expenditure			
Description	What does it imply if the expense type is selected?	Maximum Amount	
Breakfast and Lunch provided	- May claim for actual expenditure for Dinner expenses within the limits of the maximum amount.	R 190.00	= R480
Breakfast and Dinner provided	- May claim for actual expenditure for Lunch expenses within the limits of the maximum amount.	R 170.00	
Lunch and Dinner provided	- May claim for actual expenditure for Breakfast expenses within the limits of the maximum amount.	R 120.00	
Breakfast provided	- May claim for actual expenditure for lunch and dinner within the limits of the maximum amount.	R 360.00	=R170 + R190
Lunch provided	- May claim for actual expenditure for breakfast and dinner within the limits of the maximum amount.	R 310.00	=R120 + R190
Dinner provided	- May claim for actual expenditure for breakfast and lunch within the limits of the maximum amount.	R 290.00	=R120 + R170

3.3 Domestic Trips Longer than 24 Hours

- a) Expenditure on Meals and non-alcoholic liquid refreshments can be claimed in the following circumstances:

Breakfast

- If it is not included in the Accommodation arrangements; and, or,
- If the Traveller leaves his or her residence or Place of Work before 06h00.
- Up to the maximum as set out in Table 2.

Lunch

- Lunch may only be claimed if it is not provided by the host.
- Up to the maximum as set out in Table 2.

Dinner

- If it is not included in the Accommodation arrangements; and, or,
 - If the Traveller returns to his or her residence or Place of Work after 20h00.
 - Up to the maximum as set out in Table 2.
- b) Officials cannot claim expenses for meals if the rate of the Accommodation establishment already includes dinner and, or, breakfast or if the host provides lunch, or if the conference fee includes lunch and, or, dinner.
- c) When a Traveller stays in an accommodation establishment that does not provide for meals, or does not cater for special dietary requirements such as Halaal or Kosher, he or she may claim reasonable actual expenditure for meal expenses within the maximum daily amount set out in Table 2 . Supporting evidence is required as proof of actual expenditure.

2.1 Domestic Trips Less than 24 Hours

- a) When an Official Business trip is less than 24 hours, the official may claim expenses for meals and non-alcoholic liquid refreshments where meals are not provided by the host. Supporting evidence is required as proof of actual expenditure. Meal expenses may be claimed under the following conditions:
- i. Three (3) meals where the Official leaves his or her Place of Work or residence before 06h00 and only returns to his or her Place of Work or residence after 20h00, provided that the total cost of all three meals does not exceed the maximum daily amount as set out in Table 2 above;
 - ii. Any two (2) meals if the total duration of the trip is more than 8 hours but less than 14 hours, provided that the total cost of the two meals does not exceed the maximum amount as set out in Table 2 above.
 - iii. Any one meal if the total duration of the trip is more than 4 hours but less than 8 hours, provided that the total cost of the meal does not exceed the maximum daily amount as set out in Table 2 above.

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ANNEXURE B

LIST OF GROUPS AND SIPP CODES PER CAR RENTAL COMPANY

EUROPCAR		
Group	Vehicle Type OR Similar	Sipp Codes
T	HYUNDAI I10 GLS MOTION SDR	MDMR
B	FORD FIESTA AMBIENTE SDR	EDMR
C	HYUNDAI ACCENT GL MOTION	CDMR
D	VW POLO VIVO TRENDLINE	EDAR
O	BMW 3 SERIES	PDAR
O	MERCEDES BENZ C-CLASS	PDAR
N	TOYOTA FORTUNER 4X2	PRAD
E	HYUNDAI H1	PVMR
R	HYUNDAI TUSCON OR SIMILAR	SFAR

AVIS		
Group	Vehicle Type OR Similar	Sipp Codes
A	HYUNDAI I10 OR SIMILAR	MDMR
B	FORD FIESTA HATCH OR SIMILAR	EDMR
C	TOYOTA COROLLA QUEST OR SIMILAR	CDMR
E	TOYOTA COROLLA AUTO OR SIMILAR	PVMR
G	BMW 320I OR SIMILA	PDAR
H	MERCEDES BENZ C-CLASS	PCAR
I	TOYOTA FORTUNER 4X2	PRAR
N	HYUNDAI H1 OR SIMILAR	PVAR
L	NISSAN X TRAIL SE 4X4	SFAR

WOOD FORD		
Group	Vehicle Type OR Similar	Sipp Codes
A	HYUNDAI I10	MDMR
B	KIA RIO/ TOYOTA ATIOS	EDMR
C	TOYOTA COROLLA	CDMR
D	HYUNDAI ACCENT/ POLO AUTO	CDAR
G	MERCEDES BENZ C-CLASS	PDAR
L	VW MINIBUS/ HYUNDAI H1	PVMR
E1	KIA SPORTAGE/ IX35	IFAR

BIDVEST		
Group	Vehicle Type OR Similar	Sipp Codes
A	CHEV SPARK OR SIMILAR	MDMR
B	FORD FIESTA AMBIENTE SDR	EDMR
C	HYUNDAI ACCENT GL MOTION	CDMR
E	TOYOTA COROLLA OR SIMILAR	CDAR
G	AUDI A4 OR SIMILAR	PDAR
H	MERCEDES BENZ C-CLASS	PCAR
I	TOYOTA FORTUNER 4X2	PRAR
E	VW TS KOMBI OR SIMILAR	PVMR
R	NISSAN X TRAIL 4X4	SFMR

Note: This list is not exhaustive as not all information was available at the time of publishing. Please contact the relevant Car Rental Company to obtain the correct Group or SIPP Code.

EXPLANATION OF SIPP CODES

Please note that the highlighted codes are codes most often used by government institutions.

SIPP code	1	2	3	4	¹ Type of vehicle	² Size of vehicle	³ Transmission & drive	⁴ Fuel & A/C
CBAN	C	B	A	N	Compact	2/3 door	Auto drive	Unspecified Fuel /Power Without Aircon
CBAR	C	B	A	R	Compact	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
CBMN	C	B	M	N	Compact	2/3 door	Manual drive	Unspecified Fuel /Power Without Aircon
CBMR	C	B	M	R	Compact	2/3 door	Manual drive	Unspecified Fuel /Power With Aircon
CCAN	C	C	A	N	Compact	2/4 door	Auto drive	Unspecified Fuel /Power Without Aircon
CCAR	C	C	A	R	Compact	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
CCMD	C	C	M	D	Compact	2/4 door	Manual drive	Diesel / Aircon
CCMN	C	C	M	N	Compact	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
CCMR	C	C	M	R	Compact	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
CDAN	C	D	A	N	Compact	4/5door	Auto drive	Unspecified Fuel /Power Without Aircon
CDAR	C	D	A	R	Compact	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
CDMD	C	D	M	D	Compact	4/5door	Manual drive	Diesel / Aircon
CDMN	C	D	M	N	Compact	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
CDMR	C	D	M	R	Compact	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
CFAR	C	F	A	R	Compact	SUV	Auto drive	Unspecified Fuel /Power With Aircon
CFMN	C	F	M	N	Compact	SUV	Manual drive	Unspecified Fuel /Power Without Aircon
CFMR	C	F	M	R	Compact	SUV	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	¹ Type of vehicle	² Size of vehicle	³ Transmission & drive	⁴ Fuel & A/C
CIMR	C	I	M	R	Compact		Manual drive	Unspecified Fuel /Power With Aircon
CLMR	C	L	M	R	Compact	Limousine	Manual drive	Unspecified Fuel /Power With Aircon
CPAR	C	P	A	R	Compact	Pickup Regular Cab	Auto drive	Unspecified Fuel /Power With Aircon
CPMN	C	P	M	N	Compact	Pickup Regular Cab	Manual drive	Unspecified Fuel /Power Without Aircon
CPMR	C	P	M	R	Compact	Pickup Regular Cab	Manual drive	Unspecified Fuel /Power With Aircon
CTAR	C	T	A	R	Compact	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
CTMN	C	T	M	N	Compact	Convertible	Manual drive	Unspecified Fuel /Power Without Aircon
CTMR	C	T	M	R	Compact	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
CVAR	C	V	A	R	Compact	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
CVMD	C	V	M	D	Compact	Passenger Van	Manual drive	Diesel / Aircon
CVMR	C	V	M	R	Compact	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
CVAR	C	V	A	R	Compact	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
CWMD	C	W	M	D	Compact	Wagon / Estate	Manual drive	Diesel / Aircon
CWMN	C	W	M	N	Compact	Wagon / Estate	Manual drive	Unspecified Fuel /Power Without Aircon
CWMR	C	W	M	R	Compact	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon
CXAN	C	X	A	N	Compact	Special	Auto drive	Unspecified Fuel /Power Without Aircon
CXAR	C	X	A	R	Compact	Special	Auto drive	Unspecified Fuel /Power With Aircon
CXMN	C	X	M	N	Compact	Special	Manual drive	Unspecified Fuel /Power Without Aircon
CXMR	C	X	M	R	Compact	Special	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
EBAN	E	B	A	N	Economy	2/3 door	Auto drive	Unspecified Fuel /Power Without Aircon
EBAR	E	B	A	R	Economy	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
EBMN	E	B	M	N	Economy	2/3 door	Manual drive	Unspecified Fuel /Power Without Aircon
EBMR	E	B	M	R	Economy	2/3 door	Manual drive	Unspecified Fuel /Power With Aircon
ECAN	E	C	A	N	Economy	2/4 door	Auto drive	Unspecified Fuel /Power Without Aircon
ECAR	E	C	A	R	Economy	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
ECMD	E	C	M	D	Economy	2/4 door	Manual drive	Diesel / Aircon
ECMN	E	C	M	N	Economy	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
ECMR	E	C	M	R	Economy	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
EDAN	E	D	A	N	Economy	4/5door	Auto drive	Unspecified Fuel /Power Without Aircon
EDAR	E	D	A	R	Economy	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
EDMD	E	D	M	D	Economy	4/5door	Manual drive	Diesel / Aircon
EDMN	E	D	M	N	Economy	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
EDMR	E	D	M	R	Economy	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
EFAD	E	F	A	D	Economy	SUV	Auto drive	Diesel / Aircon
EFAR	E	F	A	R	Economy	SUV	Auto drive	Unspecified Fuel /Power With Aircon
EFMR	E	F	M	R	Economy	SUV	Manual drive	Unspecified Fuel /Power With Aircon
EKMN	E	K	M	N	Economy	Commercial Van / Truck	Manual drive	Unspecified Fuel /Power Without Aircon
ESAR	E	S	A	R	Economy	Sport	Auto drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
ESMR	E	S	M	R	Economy	Sport	Manual drive	Unspecified Fuel /Power With Aircon
ETAR	E	T	A	R	Economy	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
ETMN	E	T	M	N	Economy	Convertible	Manual drive	Unspecified Fuel /Power Without Aircon
ETMR	E	T	M	R	Economy	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
EVMN	E	V	M	N	Economy	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
EVMR	E	V	M	R	Economy	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
EWVN	E	W	M	N	Economy	Wagon / Estate	Manual drive	Unspecified Fuel /Power Without Aircon
EWMR	E	W	M	R	Economy	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon
EXAR	E	X	A	R	Economy	Special	Auto drive	Unspecified Fuel /Power With Aircon
EXMN	E	X	M	N	Economy	Special	Manual drive	Unspecified Fuel /Power Without Aircon
EXMR	E	X	M	R	Economy	Special	Manual drive	Unspecified Fuel /Power With Aircon
FBAR	F	B	A	R	Fullsize	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
FCAR	F	C	A	R	Fullsize	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
FCMR	F	C	M	R	Fullsize	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
FDAD	F	D	A	D	Fullsize	4/5door	Auto drive	Diesel / Aircon
FDAR	F	D	A	R	Fullsize	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
FDMD	F	D	M	D	Fullsize	4/5door	Manual drive	Diesel / Aircon
FDMN	F	D	M	N	Fullsize	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
FDMR	F	D	M	R	Fullsize	4/5door	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
FFAN	F	F	A	N	Fullsize	SUV	Auto drive	Unspecified Fuel /Power Without Aircon
FFAR	F	F	A	R	Fullsize	SUV	Auto drive	Unspecified Fuel /Power With Aircon
FFMN	F	F	M	N	Fullsize	SUV	Manual drive	Unspecified Fuel /Power Without Aircon
FFMR	F	F	M	R	Fullsize	SUV	Manual drive	Unspecified Fuel /Power With Aircon
FIAR	F	I	A	R	Fullsize		Auto drive	Unspecified Fuel /Power With Aircon
FIMR	F	I	M	R	Fullsize		Manual drive	Unspecified Fuel /Power With Aircon
FPAR	F	P	A	R	Fullsize	Pickup Regular Cab	Auto drive	Unspecified Fuel /Power With Aircon
FPMR	F	P	M	R	Fullsize	Pickup Regular Cab	Manual drive	Unspecified Fuel /Power With Aircon
FTAR	F	T	A	R	Fullsize	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
FTMR	F	T	M	R	Fullsize	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
FVAN	F	V	A	N	Fullsize	Passenger Van	Auto drive	Unspecified Fuel /Power Without Aircon
FVAR	F	V	A	R	Fullsize	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
FVMD	F	V	M	D	Fullsize	Passenger Van	Manual drive	Diesel / Aircon
FVMN	F	V	M	N	Fullsize	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
FVMR	F	V	M	R	Fullsize	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
FWAD	F	W	A	D	Fullsize	Wagon / Estate	Auto drive	Diesel / Aircon
FWAR	F	W	A	R	Fullsize	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
FWMR	F	W	M	R	Fullsize	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon
FXAR	F	X	A	R	Fullsize	Special	Auto drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
FXMR	F	X	M	R	Fullsize	Special	Manual drive	Unspecified Fuel /Power With Aircon
GVAR	G	V	A	R	Fullsize Elite	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
GVMR	G	V	M	R	Fullsize Elite	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
IBAR	I	B	A	R	Intermediate	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
IBMD	I	B	M	D	Intermediate	2/3 door	Manual drive	Diesel / Aircon
IBMR	I	B	M	R	Intermediate	2/3 door	Manual drive	Unspecified Fuel /Power With Aircon
ICAN	I	C	A	N	Intermediate	2/4 door	Auto drive	Unspecified Fuel /Power Without Aircon
ICAR	I	C	A	R	Intermediate	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
ICMN	I	C	M	N	Intermediate	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
ICMR	I	C	M	R	Intermediate	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
IDAD	I	D	A	D	Intermediate	4/5door	Auto drive	Diesel / Aircon
IDAN	I	D	A	N	Intermediate	4/5door	Auto drive	Unspecified Fuel /Power Without Aircon
IDAR	I	D	A	R	Intermediate	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
IDMD	I	D	M	D	Intermediate	4/5door	Manual drive	Diesel / Aircon
IDMN	I	D	M	N	Intermediate	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
IDMR	I	D	M	R	Intermediate	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
IFAN	I	F	A	N	Intermediate	SUV	Auto drive	Unspecified Fuel /Power Without Aircon
IFAR	I	F	A	R	Intermediate	SUV	Auto drive	Unspecified Fuel /Power With Aircon
IFMN	I	F	M	N	Intermediate	SUV	Manual drive	Unspecified Fuel /Power Without Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
IFMR	I	F	M	R	Intermediate	SUV	Manual drive	Unspecified Fuel /Power With Aircon
IGMR	I	G	M	R	Intermediate	Crossover	Manual drive	Unspecified Fuel /Power With Aircon
IIMR	I	I	M	R	Intermediate		Manual drive	Unspecified Fuel /Power With Aircon
IJAR	I	J	A	R	Intermediate	Open Air All Terrain	Auto drive	Unspecified Fuel /Power With Aircon
IJMR	I	J	M	R	Intermediate	Open Air All Terrain	Manual drive	Unspecified Fuel /Power With Aircon
ILMR	I	L	M	R	Intermediate	Limousine	Manual drive	Unspecified Fuel /Power With Aircon
IPMR	I	P	M	R	Intermediate	Pickup Regular Cab	Manual drive	Unspecified Fuel /Power With Aircon
ITAR	I	T	A	R	Intermediate	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
ITMN	I	T	M	N	Intermediate	Convertible	Manual drive	Unspecified Fuel /Power Without Aircon
ITMR	I	T	M	R	Intermediate	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
IVAN	I	V	A	N	Intermediate	Passenger Van	Auto drive	Unspecified Fuel /Power Without Aircon
IVAR	I	V	A	R	Intermediate	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
IVMN	I	V	M	N	Intermediate	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
IVMR	I	V	M	R	Intermediate	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
IWAN	I	W	A	N	Intermediate	Wagon / Estate	Auto drive	Unspecified Fuel /Power Without Aircon
IWAR	I	W	A	R	Intermediate	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
IWMD	I	W	M	D	Intermediate	Wagon / Estate	Manual drive	Diesel / Aircon
IWMN	I	W	M	N	Intermediate	Wagon / Estate	Manual drive	Unspecified Fuel /Power Without Aircon
IWMR	I	W	M	R	Intermediate	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon

SPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
IXAR	I	X	A	R	Intermediate	Special	Auto drive	Unspecified Fuel /Power With Aircon
IXMN	I	X	M	N	Intermediate	Special	Manual drive	Unspecified Fuel /Power Without Aircon
IXMR	I	X	M	R	Intermediate	Special	Manual drive	Unspecified Fuel /Power With Aircon
JFAR	J	F	A	R	Intermediate Elite	SUV	Auto drive	Unspecified Fuel /Power With Aircon
LCAN	L	C	A	N	Luxury	2/4 door	Auto drive	Unspecified Fuel /Power Without Aircon
LCAR	L	C	A	R	Luxury	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
LCMR	L	C	M	R	Luxury	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
LDAD	L	D	A	D	Luxury	4/5door	Auto drive	Diesel / Aircon
LDAR	L	D	A	R	Luxury	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
LDMR	L	D	M	R	Luxury	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
LFAR	L	F	A	R	Luxury	SUV	Auto drive	Unspecified Fuel /Power With Aircon
LFMR	L	F	M	R	Luxury	SUV	Manual drive	Unspecified Fuel /Power With Aircon
LSAR	L	S	A	R	Luxury	Sport	Auto drive	Unspecified Fuel /Power With Aircon
LSMR	L	S	M	R	Luxury	Sport	Manual drive	Unspecified Fuel /Power With Aircon
LTAR	L	T	A	R	Luxury	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
LTMR	L	T	M	R	Luxury	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
LVAN	L	V	A	N	Luxury	Passenger Van	Auto drive	Unspecified Fuel /Power Without Aircon
LVAR	L	V	A	R	Luxury	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
LVMN	L	V	M	N	Luxury	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
LVMR	L	V	M	R	Luxury	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
LVAR	L	W	A	R	Luxury	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
LXAR	L	X	A	R	Luxury	Special	Auto drive	Unspecified Fuel /Power With Aircon
MBAR	M	B	A	R	Mini	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
MBMN	M	B	M	N	Mini	2/3 door	Manual drive	Unspecified Fuel /Power Without Aircon
MBMR	M	B	M	R	Mini	2/3 door	Manual drive	Unspecified Fuel /Power With Aircon
MCAR	M	C	A	R	Mini	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
MCMN	M	C	M	N	Mini	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
MCMR	M	C	M	R	Mini	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
MDAR	M	D	A	R	Mini	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
MDMN	M	D	M	N	Mini	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
MDMR	M	D	M	R	Mini	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
MFMR	M	F	M	R	Mini	SUV	Manual drive	Unspecified Fuel /Power With Aircon
MTAN	M	T	A	N	Mini	Convertible	Auto drive	Unspecified Fuel /Power Without Aircon
MTMN	M	T	M	N	Mini	Convertible	Manual drive	Unspecified Fuel /Power Without Aircon
MTMR	M	T	M	R	Mini	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
MVAR	M	V	A	R	Mini	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
MVMN	M	V	M	N	Mini	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
MVMR	M	V	M	R	Mini	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon

SIP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
MXAR	M	X	A	R	Mini	Special	Auto drive	Unspecified Fuel /Power With Aircon
MXMN	M	X	M	N	Mini	Special	Manual drive	Unspecified Fuel /Power Without Aircon
MXMR	M	X	M	R	Mini	Special	Manual drive	Unspecified Fuel /Power With Aircon
NTAN	N	T	A	N	Mini Elite	Convertible	Auto drive	Unspecified Fuel /Power Without Aircon
NTMN	N	T	M	N	Mini Elite	Convertible	Manual drive	Unspecified Fuel /Power Without Aircon
PCAR	P	C	A	R	Premium	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
PCMR	P	C	M	R	Premium	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
PDAD	P	D	A	D	Premium	4/5door	Auto drive	Diesel / Aircon
PDAR	P	D	A	R	Premium	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
PDMD	P	D	M	D	Premium	4/5door	Manual drive	Diesel / Aircon
PDMN	P	D	M	N	Premium	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
PDMR	P	D	M	R	Premium	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
PFAR	P	F	A	R	Premium	SUV	Auto drive	Unspecified Fuel /Power With Aircon
PFMN	P	F	M	N	Premium	SUV	Manual drive	Unspecified Fuel /Power Without Aircon
PFMR	P	F	M	R	Premium	SUV	Manual drive	Unspecified Fuel /Power With Aircon
PIAR	P	I	A	R	Premium		Auto drive	Unspecified Fuel /Power With Aircon
PSAR	P	S	A	R	Premium	Sport	Auto drive	Unspecified Fuel /Power With Aircon
PTAR	P	T	A	R	Premium	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
PTMR	P	T	M	R	Premium	Convertible	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
PVAR	P	V	A	R	Premium	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
PVMN	P	V	M	N	Premium	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
PVMR	P	V	M	R	Premium	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
PVAR	P	W	A	R	Premium	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
PVMN	P	W	M	N	Premium	Wagon / Estate	Manual drive	Unspecified Fuel /Power Without Aircon
PVMR	P	W	M	R	Premium	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon
PXAR	P	X	A	R	Premium	Special	Auto drive	Unspecified Fuel /Power With Aircon
PXMR	P	X	M	R	Premium	Special	Manual drive	Unspecified Fuel /Power With Aircon
RVMR	R	V	M	R	Standard Elite	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
SBAR	S	B	A	R	Standard	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
SCAN	S	C	A	N	Standard	2/4 door	Auto drive	Unspecified Fuel /Power Without Aircon
SCAR	S	C	A	R	Standard	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
SCMD	S	C	M	D	Standard	2/4 door	Manual drive	Diesel / Aircon
SCMN	S	C	M	N	Standard	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
SCMR	S	C	M	R	Standard	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
SDAD	S	D	A	D	Standard	4/5door	Auto drive	Diesel / Aircon
SDAN	S	D	A	N	Standard	4/5door	Auto drive	Unspecified Fuel /Power Without Aircon
SDAR	S	D	A	R	Standard	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
SDMD	S	D	M	D	Standard	4/5door	Manual drive	Diesel / Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
SDMN	S	D	M	N	Standard	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
SDMR	S	D	M	R	Standard	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
SFAN	S	F	A	N	Standard	SUV	Auto drive	Unspecified Fuel /Power Without Aircon
SFAR	S	F	A	R	Standard	SUV	Auto drive	Unspecified Fuel /Power With Aircon
SFMN	S	F	M	N	Standard	SUV	Manual drive	Unspecified Fuel /Power Without Aircon
SFMR	S	F	M	R	Standard	SUV	Manual drive	Unspecified Fuel /Power With Aircon
STAR	S	T	A	R	Standard	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
STMR	S	T	M	R	Standard	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
SVAN	S	V	A	N	Standard	Passenger Van	Auto drive	Unspecified Fuel /Power Without Aircon
SVAR	S	V	A	R	Standard	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
SVMD	S	V	M	D	Standard	Passenger Van	Manual drive	Diesel / Aircon
SVMN	S	V	M	N	Standard	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
SVMR	S	V	M	R	Standard	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
SVAN	S	W	A	N	Standard	Wagon / Estate	Auto drive	Unspecified Fuel /Power Without Aircon
SVAR	S	W	A	R	Standard	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
SVMD	S	W	M	D	Standard	Wagon / Estate	Manual drive	Diesel / Aircon
SVMN	S	W	M	N	Standard	Wagon / Estate	Manual drive	Unspecified Fuel /Power Without Aircon
SVMR	S	W	M	R	Standard	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon
SXMR	S	X	M	R	Standard	Special	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
XBAR	X	B	A	R	Special	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
XCAR	X	C	A	R	Special	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
XCMN	X	C	M	N	Special	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
XCMR	X	C	M	R	Special	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
XDAR	X	D	A	R	Special	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
XDMN	X	D	M	N	Special	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
XDMR	X	D	M	R	Special	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
XFAR	X	F	A	R	Special	SUV	Auto drive	Unspecified Fuel /Power With Aircon
XFMN	X	F	M	N	Special	SUV	Manual drive	Unspecified Fuel /Power Without Aircon
XFMR	X	F	M	R	Special	SUV	Manual drive	Unspecified Fuel /Power With Aircon
XJAR	X	J	A	R	Special	Open Air All Terrain	Auto drive	Unspecified Fuel /Power With Aircon
XPMN	X	P	M	N	Special	Pickup Regular Cab	Manual drive	Unspecified Fuel /Power Without Aircon
XRAR	X	R	A	R	Special	Recreational	Auto drive	Unspecified Fuel /Power With Aircon
XSAR	X	S	A	R	Special	Sport	Auto drive	Unspecified Fuel /Power With Aircon
XTAR	X	T	A	R	Special	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
XWAR	X	W	A	R	Special	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
XXAR	X	X	A	R	Special	Special	Auto drive	Unspecified Fuel /Power With Aircon