

QUESTIONS AND ANSWERS FOR PROCUREMENT OF TRAVEL MANAGEMENT SERVICES 014-2022

| # | Questions | Answers |
|---|---|---|
| 1 | <p>There is no Costing Model was not provided on the bid document and also no indication was provided on how this should be costed. We would like to find out if this was omitted by error or if we are expected to cost the bid how we see fit?</p> <p>If we are expected to cost as we see fit, how will the institution ensure that the different costing proposals received are comparable?</p> | <p>A pricing schedule has been provided as Addendum 1.</p> |
| 2 | <p>We could not find a pricing schedule. On page 21 there is a Pricing Summary requesting a price total.</p> <p>What services would you need us to total?</p> | <p>Refer to Addendum 1 for the pricing schedule.</p> |
| 3 | <p>The attached is the only document found on the website. Please assist with additional documents such as SBD's and the pricing schedule</p> | <p>There are no SBD, however bidder must refer to the Beyond Zero Bid Document attached in the advert, where bidder will find forms such as the Invitation to bid, Bid terms and conditions, Declaration of interest, the link to Supplier Code of Conduct, etc.</p> <p>Bidders must complete, sign and submit the forms and also supply the supporting documents required. Refer to the list provided below.</p> |
| 4 | <p>Can you assist with travel volumes/spend?</p> | <p>Our volumes are between R300 000 to above R3m a week depending on the needs of the programmatic activities.</p> |
| 5 | <p>Can we submit an addendum with the pricing with any notes?</p> | <p>Yes</p> |
| 6 | <p>Can we submit a percentage for conferencing/events?</p> | <p>Yes</p> |
| 7 | <p>Can I WeTransfer the submission and email the link as some files may be too large to email.</p> | <p>Yes that will be acceptable.</p> |

LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS

The Bidder shall complete and submit the following returnable documents

| Description | Compulsory (Yes/No) | Non- Compulsory (Yes/No) | Attached (Bidder to indicate) |
|--|------------------------|--------------------------------|--|
| CIPC Registration Documents | ✓ | | |
| Certified ID Documents for Directors/Shareholders/Partners or Members | | ✓ | |
| Valid B-BBEE certificate/Sworn Affidavit | ✓ | | |
| Valid Tax Compliance Letter/PIN | ✓ | | |
| Valid Notice of VAT registration for all expenditure more than R1 million | ✓ | | |
| Latest Audited or Independently Reviewed Annual financial statements of the bidding entity | ✓ | | |
| Joint Venture Agreement or Consortium Agreement, signed and initialled on each page (if applicable) | | ✓ | |
| Signed Global Fund Code of Conduct for Suppliers of Services | ✓ | | |
| Bid terms and conditions - Completed and signed | ✓ | | |
| Special Conditions of Contract signed | ✓ | | |
| Completed and Signed Declaration of Interest | ✓ | | |
| Completed, Signed and Certified copy of resolution personally signed by the chairperson of board of directors attached or delegated person | ✓ | | |
| Bid document completed and signed | ✓ | | |
| Company Experience | ✓ | | |
| Approach and methodology | ✓ | | |
| Bid response proposal | ✓ | | |
| Reference Letters and Testimonials on company letterheads | ✓ | | |
| Company profile | ✓ | | |
| The Travel Agency must be an accredited and valid member of IATA / ASATA and documentary proof must accompany the tender. | ✓ | | |
| Technology, Management Information and Reporting | ✓ | | |
| Account Management and Customer Satisfaction procedure | ✓ | | |