



PRICING SUBMISSION

RFP/TENDER NO:

DWYPD 02 - 2024 / 25

RFP/TENDER NAME:

APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY FOR THE DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES (DWYPD) FOR A PERIOD OF THIRTY-SIX (36) MONTHS

BIDDER NAME

XX

PRICE INSTRUCTIONS

- 1. STRUCTURE OF THE TENDER**
- This spreadsheet for **DWYPD 03 - 2021/22** contains the financial response templates for the bid. The bid pricing submission instructions in this document must be read in conjunction with instructions or notes embedded in the various tabs of spreadsheet (Pricing Schedule).
- 2. GENERAL INSTRUCTIONS FOR COMPLETING THE PRICING SCHEDULE TEMPLATES**
- 2.1 Tender submission format**
- 2.1.1 Bidders must submit a paper copy of the Pricing Schedule. In the event of a discrepancy, the SBD 1 paper copy will prevail.
- 2.1.2 Bidders must sign all paper copies of their Pricing Schedule.
- 2.1.3 Bidders must complete and submit the templates attached ,which is **transactional fee model offsite**
- 2.1.4 Bidders must reference to TENDER/RFP/BID main document
- 2.2 Input spreadsheets**
- 2.2.1 The Pricing Schedule templates are contained within the one (1) Excel Workbook
- 2.2.2 Bidders must not make any changes to the spreadsheets or change the formatting of the Pricing Schedule.
- 2.2.3 Cells are formatted to automatically indicate South African Rands, ordinary text fields and percentages (%) where applicable.
- 2.2.4 Input cells FOR BIDDERS are highlighted in **GREEN**. The Bidder must complete all the relevant input cells for the bid. No other cells must be changed in any way whatsoever.
- 2.2.4 Input cells FOR THE TENDERING INSTITUTION are highlighted in **ORANGE**. The Tendering Institution must complete all the relevant input cells for the bid. No other cells must be changed in any way whatsoever.
- 2.3 Currency and VAT**
- 2.3.1 All Bidders' pricing must be quoted in South African Rands (ZAR).
- 2.3.3 The Pricing Schedule template is designed such that VAT will be calculated on Bidders' input pricing; therefore Bidders **must** complete the templates with **unit prices excluding VAT**.



## women, youth & persons with disabilities

Department:  
Women, Youth and Persons with Disabilities  
REPUBLIC OF SOUTH AFRICA

|                  |  |
|------------------|--|
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| BIDDER NAME      |  |

### Price Declaration

Dear Sir/Madam,  
Having read through and examined the Request For Proposal (RFP) Document, the General Conditions, The Requirement and all other Annexures to the RFP Document, we offer to provide **OFF-SITE** travel management service to the **DWYPD** at the following total amounts (including VAT)

### Transaction Fee (Off-Site)

|   |   |             |  |
|---|---|-------------|--|
| R | - | (incl. VAT) |  |
|---|---|-------------|--|

In words:

We undertake to hold this offer open for acceptance for a period of **120 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by the DWYPD

We understand that DWYPD are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance not to divulge to any persons, other than the persons to which the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

Signature

Date

Print name of signatory: .....  
Designation: .....

FOR AND ON BEHALF OF: **COMPANY NAME**

Tel No: .....  
Fax No: .....  
Cell No: .....  
Email:.....



ANNEXURE A3

TRANSACTION FEE MODEL (OFF-SITE SERVICES)

|                  |  |
|------------------|--|
| RFP/TENDER NO:   | DWYPD 02 - 2024 / 25   |
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| BIDDER NAME      | 0  |

1.1 TRANSACTION FEES

|   |   |                  | ONLINE BOOKINGS                       |                       |                        |
|---|---|------------------|---------------------------------------|-----------------------|------------------------|
| ITEM  | Transaction Type (Sector)   | Estimated Volume | Unit Price incl. bill back (excl VAT) | Unit Price (incl VAT) | TOTAL Price (incl VAT) |
| 1a  | Air Travel – International  | 390              |                                       | R -                   | R -                    |
| 1b  | Air Travel – Regional   | 10               |                                       | R -                   | R -                    |
| 1c  | Air Travel – Domestic   | 4,825            |                                       | R -                   | R -                    |
| 2a  | Refunds – Air Domestic  | -                |                                       | R -                   | R -                    |
| 2b  | Refunds – Air Regional  | -                |                                       | R -                   | R -                    |
| 2c  | Refunds – Air International   | -                |                                       | R -                   | R -                    |
| 3a  | Accommodation – Domestic  | 5,000            |                                       | R -                   | R -                    |
| 3b  | Accommodation – Regional  | 30               |                                       | R -                   | R -                    |
| 3c  | Accommodation – International   | 3,174            |                                       | R -                   | R -                    |
| 4a  | Car Rental – Domestic   | 1,724            |                                       | R -                   | R -                    |
| 4b  | Car Rental – Regional   | 20               |                                       | R -                   | R -                    |
| 4c  | Car Rental – International  | 60               |                                       | R -                   | R -                    |
| 5a  | Transfers/Shuttle – Domestic  | 2,710            |                                       | R -                   | R -                    |
| 5b  | Transfers/Shuttle – Regional  | 2                |                                       | R -                   | R -                    |
| 5c  | Transfers/Shuttle – International   | 10               |                                       | R -                   | R -                    |
| 5a  | Train bookings – International  | -                |                                       | R -                   | R -                    |
| 5b  | Train bookings – Domestic   | 10               |                                       | R -                   | R -                    |
| 6   | Parking bookings  | 602              |                                       | R -                   | R -                    |
| 7a  | Consultant Assistance with bookings during office hours   | 1,000            |                                       | R -                   | R -                    |
| 7b  | Consultant Assistance with bookings after office hours  | 500              |                                       | R -                   | R -                    |
| 7c  | VIP surcharge fee per booking (All hours)   | 150              |                                       | R -                   | R -                    |
| 8   | Bus/Coach Bookings (including consultats fee)   | 10               |                                       | R -                   | R -                    |
| 9   | Charters (including consultant fees)  | 2                |                                       | R -                   | R -                    |
| 10  | Visa Assistance (Provision of documents and advice)   | 120              |                                       | R -                   | R -                    |
| 11  | Courier services for travel   | 100              |                                       | R -                   | R -                    |
| 12  | Additional Ad-hoc Reports (per report)  | 12               |                                       | R -                   | R -                    |
| 13  | Customised Reports (per report)   | 24               |                                       | R -                   | R -                    |
| 14  | Travel Lodge card Reconciliation if utilised  | 36               |                                       | R -                   | R -                    |
| 15  | Debtors Account Reconciliation  | 36               |                                       | R -                   | R -                    |
|   | SMS Notifications   | -                |                                       | R -                   | R -                    |
|   | Air Travel – International (Re-issue)   | -                |                                       | R -                   | R -                    |
|   | Air Travel – Regional (Re-issue)  | -                |                                       | R -                   | R -                    |
|   | Air Travel – Domestic (Re-issue)  | -                |                                       | R -                   | R -                    |
|   | Bill back to travel Agent/Supplier  | -                |                                       | R -                   | R -                    |
|   | Online Booking tool per trip  | -                |                                       | R -                   | R -                    |
|   | Cancellations   | -                |                                       | R -                   | R -                    |
|   | Changes to bookings   | -                |                                       | R -                   | R -                    |
|   | Any other service that will be billed not mentioned above   |                  |                                       |                       |                        |
| 16  | Conference transactions (Based on indicative R1,000,000 spend per year and % fee indicated on 1.2 | 1                | R -                                   | R -                   | R -                    |
| 17  | Initial setup / customisation of online booking tool  | 1                | R -                                   | R -                   | R -                    |
|   | Other (Specify)   | -                | R -                                   | R -                   | R -                    |
|   | Other (Specify)   | -                | R -                                   | R -                   | R -                    |
|   | Other (Specify)   | -                | R -                                   | R -                   | R -                    |
|   | Other (Specify)   | -                | R -                                   | R -                   | R -                    |
| Total   |   |                  |                                       |                       | R -                    |
| Price for year 1  |   |                  |                                       | R                     | -                      |
| Price for year 2, asuming a 5% inflation adjustment             |   |                  |                                       | R                     | -                      |
| Price for year 3, asuming a 5% inflation adjustment             |   |                  |                                       | R                     | -                      |
| Total indicative contract price to be used in PPPFA calculation |   |                  |                                       | R                     | -                      |

1.2 CONFERENCE TRANSACTION FEE

| Item | Description  | Percentage Fee | Comment |
|------|--|----------------|---------|
| 1    | Conference Transaction Fee (as a % of the Total turnover of the event) | 0%             |         |

