



ANNEXURE A1
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

PRICING SCHEDULE

BID NO:

HP 23/014 GS

BID NAME:

THE RENDERING OF TRAVEL MANAGEMENT SERVICES FOR THE
NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
FOR A PERIOD OF 36 MONTHS

BIDDER NAME

PRICE INSTRUCTIONS

1. STRUCTURE OF THE TENDER

This spreadsheet for **BID HP 23/014 GS** 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 the 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 and an electronic copy of the Pricing Schedule. In the event of a discrepancy, the 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/are **management fee model onsite and offsite**

2.1.4 Bidders must reference RFP/BID main document section 15.2 for current travel volumes.

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.

2.3 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**.



TEMPLATE 1: TRANSACTION FEE MODEL
ON-SITE SERVICES

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0

1.1 TRANSACTION FEES

ITEM	Transaction Type	Estimated Volume	TRADITIONAL BOOKINGS		ONLINE BOOKINGS		TOTAL Price (incl VAT)	TOTAL Price (incl VAT)
			Unit Price (excl VAT)	Unit Price (incl VAT)	Unit Price (excl VAT)	Unit Price (incl VAT)		
1	Air Travel – International	184	R	-	R	-	R	-
2	Air Travel – Regional	24	R	-	R	-	R	-
3	Air Travel – Domestic	13093	R	-	R	-	R	-
4	Air Travel – International (Re-issue)	10	R	-	R	-	R	-
5	Air Travel – Regional (Re-issue)	10	R	-	R	-	R	-
6	Air Travel – Domestic (Re-issue)	10	R	-	R	-	R	-
7	Refunds – Air Domestic	813	R	-	R	-	R	-
8	Refunds – Air Regional	5	R	-	R	-	R	-
9	Refunds – Air International	11	R	-	R	-	R	-
10	Car Rental – Domestic	16783	R	-	R	-	R	-
11	Car Rental – Regional	1	R	-	R	-	R	-
12	Car Rental – International	1	R	-	R	-	R	-
13	Car Rental long term - Domestic	5220	R	-	R	-	R	-
14	Transfers/Shuttle – Domestic	4730	R	-	R	-	R	-
15	Transfers/Shuttle – Regional	9	R	-	R	-	R	-
16	Transfers/Shuttle – International	139	R	-	R	-	R	-
17	Accommodation – Domestic	25031	R	-	R	-	R	-
18	Accommodation – Regional	5	R	-	R	-	R	-
19	Accommodation – International	65	R	-	R	-	R	-
20	Accommodation- prepayments	622	R	-	R	-	R	-
21	Bus/Coach Bookings	1	R	-	R	-	R	-
22	Train bookings – International	1	R	-	R	-	R	-
23	Visa Assistance	1	R	-	R	-	R	-
24	Courier services for travel documentation (visa & passports)	1	R	-	R	-	R	-
25	SMS Notifications	25031	R	-	R	-	R	-
26	Cancellations of bookings all types	104	R	-	R	-	R	-
27	Amendment to bookings all types	720	R	-	R	-	R	-
28	After Hours Services	1477	R	-	R	-	R	-
29	Additional Ad-hoc Reports (per report)	1	R	-	R	-	R	-
30	Customised Reports (per report)	1	R	-	R	-	R	-
31	International Travel Insurance	63	R	-	R	-	R	-
32	Uninire Travel Booking System cost per Traveller PNR	1	R	-	R	-	R	-
33	Training sessions on Online Booking Tool	36	R	-	R	-	R	-
34	Debtors Account Reconciliation	12	R	-	R	-	R	-
35	USB Monthly reports	12	R	-	R	-	R	-
36	Online Travel Booking System off-line requests	1	R	-	R	-	R	-
37	Online Travel Booking System all modules set-up	1	R	-	R	-	R	-
38	Provision of Foreign Exchange	1	R	-	R	-	R	-
Total		94231			R	-	R	-
Percentage Split between Online Booking and Traditional Booking			Percentage Traditional	20,00%	R	-	Percentage Online	80,00%

PRICE THAT WILL BE USED FOR EVALUATION PURPOSES **R**

1.2 CONFERENCE TRANSACTION FEE (341 conferences)

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



TEMPLATE 2: TRANSACTION FEE MODEL
OFF-SITE SERVICES

BID NO:

HP 23/014 GS

BID NAME:

THE RENDERING OF TRAVEL MANAGEMENT SERVICES FOR THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF 36 MONTHS

BIDDER NAME

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1.1 TRANSACTION FEES

ITEM	Transaction Type	Estimated Volume	TRADITIONAL BOOKINGS			ONLINE BOOKINGS		
			Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
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22	Train bookings – International	1	R	-	R	-	R	-
23	Visa Assistance Courier services for travel documentation (visa & passports)	1	R	-	R	-	R	-
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25	Cancellations of bookings all types	104	R	-	R	-	R	-
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38			R	-	R	-	R	-
Total		94231			R			R
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PRICE THAT WILL BE USED FOR EVALUATION PURPOSES R

1.2 CONFERENCE TRANSACTION FEE (341 conferences)

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BIDDER NAME	0

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 **ON-SITE / OFF-SITE** travel management service to the National Department of **Public Works and Infrastructure** at the following total amounts (including VAT)

Template 1: Transaction Fee (On-Site)	
R	- (incl. VAT)

In words:

Template 2: Transaction Fee (Off-Site)	
R	- (incl. VAT)

In words:

We undertake to hold this offer open for acceptance for a period of **180 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 Department

We understand that the Department of Public Works and Infrastructure is 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
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Print name of signatory:

Designation:

FOR AND ON BEHALF OF: COMPANY NAME

Tel No:

Fax No:

Cell No:

Email:.....