



PRICING SUBMISSION

RFP NO:

RFP01/2019/2020

RFP NAME:

THE PROVISION OF TRAVEL MANAGEMENT SERVICES
PERIOD OF 60 MONTHS

BIDDER NAME

PRICE INSTRUCTIONS

1. STRUCTURE OF THE TENDER

This spreadsheet for **RFP** _____ contains the financial response templates for the bid. Instructions in this document must be read in conjunction with instructions or notes embedded in the Pricing Schedule).

2. GENERAL INSTRUCTIONS FOR COMPLETING THE PRICING SCHEDULE TEMPLATES

2.1 Tender submission format

- 2.1.1 Bidders must submit both 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 ALL templates 1.1 & 1.2, which are management fee model and transactional fee model onsite and offsite
- 2.1.4 Bidders must reference main document section 9.2 for current travel volumes

2.2 Input spreadsheets

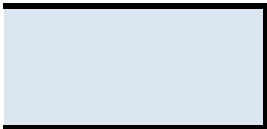
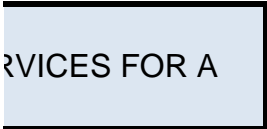
- 2.2.1 The Pricing Schedule templates are contained within the one (1) Excel spreadsheet .
- 2.2.2 All worksheets in the electronic copy of the Pricing Schedule are password protected.

- 2.2.3 Bidders must not unprotect the spreadsheets and/or make any changes to the spreadsheets or of the Pricing Schedule.
- 2.2.4 Cells are formatted to automatically indicate South African Rands, ordinary text fields and percentages applicable.
- 2.2.5 Input cells are highlighted in light green. The Bidder must complete all input cells for the bid. No changes in any way whatsoever.
- 2.2.6 The Bidders are required to input the following cells only:

2.3 Currency and VAT

- 2.3.1 Bidders' proposed Pricing Schedules must be firm and not indicative.
- 2.3.2 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 prices. Bidders **must** complete the templates with **unit prices excluding VAT**.

ANNEXTURE A2



The bid pricing submission
various tabs of spreadsheet

event of a discrepancy, the

onsite and offsite,

change the formatting

percentages (%) where

other cells must be

ricing; therefore Bidders