

BRIEFING SESSION FOR TRAVEL MANAGEMENT SERVICES

MINUTES OF THE BRIEFING SESSION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER TRAVEL MANAGEMENT SERVICES TO RTIA FOR A PERIOD OF FIVE (5) YEARS.

HELD VISUALLY, DATED 15 JUNE 2021 FROM 11:00 AM TO 12:31 PM.

NO.	ITEMS	NOTES/ DISCUSSIONS
1.	Opening and Welcome	Ms. Lebogang Mahlakanya introduced herself and welcomed everyone present at the briefing session and explain the purpose of the meeting by outlining the contract period of the bid. She then declared the meeting opened at 11:10. She then asked officials present to introduce themselves to prospective bidders.
2.	Attendance	<ol style="list-style-type: none">1) Ms L Mahlakanya (Chairperson)2) Mr C Seerane3) Ms N Madikologa4) Mr K Moloko5) Ms Mahlakanya requested that each and every bidder capture their company's details on the Chat. She further asked bidders to mention their names and companies they were representing for record purposes See attached attendance register for the list of prospective bidders attended.

3.	Clarification of Bid Administration Requirements, Mandatory Requirements and Evaluation Process	<p>The Chairperson started by emphasizing that the briefing session was compulsory. She also indicated that the bid document comprises of at least 87 pages which need to be completed by an authorized person. She indicated that the bid proposals must be submitted at Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand, and Halfway House, 1685, inside the bid box available at the foyer, on or before 25 June 2021 at 11h 00. She also indicated that late proposal will not be considered.</p> <p>Companies which consist of more than one director / member have been advised to appoint one person who will be responsible in completing and signing the all SBD. She further indicated that such proof must be submitted together with bidder's proposals failure to attach such proof the bidder's proposal will automatically be disqualify bidder's proposals.</p> <p>Ms Mahlakanya indicated that bidders are requested to capture all information required on SBD 1 and it must be completed in full and signed by an authorized person.</p> <p>Suppliers need to complete SBD 3.3 accompanied by Annexure A2 as prescribed by National Treasury.RTIA requires that the first two years of the contract be fixed., Only the CPI increase will be accepted in the next 3 years of the contract.</p> <p>She also indicated that the bidders must complete and signed SBD 4 with honest answers, and also capture all directors name of the company on the table that have been allocated on paragraph 3 .of the form as failure to do so bidders proposals will end up being disqualified. Bidders were encouraged not to provide false declaration because there are systems in place within the Agency to verify if companies are telling the truth or not.</p> <p>The Chairperson indicated that the estimation of the bid is less than R 50 million which means that the 80/20 procurement preferential system will be applied 80 for price and 20 for BBBEE. Bidders have been</p>
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4.	Clarification of Bid Specifications, Mandatory requirement and evaluation criteria	<p>Chairperson confirms that the Bid No: 01/2021/2022 is the one that is on the table for briefing, and also defined tender document as per the some of the points as per below:</p> <ul style="list-style-type: none"> ➤ Tender Document with core functions: ➤ Technical File (was highlighted and emphasized for compliance purposes) ➤ Registration on CSD and the CSD copy must be submitted, CSD will also be used to verify tax related issues. ➤ Supporting documents to technical proposal must be submitted. ➤ Company Profile and GCC must be included ➤ Audited financial statements must be submitted. ➤ Scope of work that includes all RTIA officials ➤ Travel volumes. ➤ Estimated previous spend on travel services. ➤ Core services that the agency is acquiring. E.g. Air Travel, Accommodation, car hire etc. ➤ Pre-Qualification Criteria (complete and signed SBD forms, technical scorecard must be populated and signed, Bidders were reminded to comply with the requirements of Annexure A1 as failure to will result in disqualification. ➤ Valid certificate must be submitted, proof of agreement of third party and valid certificate, valid ASATA and AYATA certificate) failure to submit will results in disqualification of your bid.

		<ul style="list-style-type: none"> ➤ Evaluation and Selection Criteria. The chairperson thoroughly unpacked the evaluation process and indicated that failure of the service provider to acquire 70 points out of 100 will be disqualified on functionality stage. ➤ Only bidders that passed functionality will be evaluated further on price and BBBEE. The 80/20 principle will be used for that purpose.
5.	Questions and Answers	<p>Q: How is RTIA going to confirm the attended register?</p> <p>A: Bidders must populate their information in the meeting chat, meeting is recorded and print screen will be done, and all information will be publishing on the RTIA website prior to the closing date.</p> <p>Q: What type of Payment Mode is RTIA using, Bill back or is there a Lodge card?</p> <p>A: RTIA does not have a Lodge card and payment will be done with invoice within thirty (30) days.</p> <p>Q: How many TMC are you looking to appoint?</p> <p>A: Just one (1) TMC.</p> <p>Comment: Tourvest Travel Services: contact details need to be accurately shared so that they can be published on the RTIA website or emailed.</p> <p>Q: Must the Resolutions of board of Director's be in the RTIA format, or can bidders provide own templates?</p> <p>A: Bidders are welcome to provide their own formats, RTIA was just providing an example of the format.</p> <p>Q: Until when are you going to answer to the questions?</p> <p>A: LM: Questions can be asked and answered up until the day before the closing date.</p> <p>Q: Must Audited financial statement be for three years?</p> <p>A: It can be three years or more or less, but the statement will be used to see if the bidder is financial fit for this services, even for the past financial year if will be sufficient.</p> <p>Q: Will independently audited financial statements be accepted?</p>

		<p>A: Any audited financial statements will be considered, Auditors must however be registered</p> <p>Q: Total annual price escalation on the pricing schedule, must it be in a percentage or as per breakdown provided by NT?</p> <p>A: Kindly note that the prices of year one (1) and two (2) are fixed and as for year three (3) onwards will be highlighted using CPI increase.</p> <p>Q: Victor: How will RTIA evaluate for the 3 other years as CPI cannot be pre-amped now</p> <p>A: For the purpose of Evaluation, Bidders were request to provide fixed pricing for year 1 and 2. Therefore bidders were discouraged to provide amounts for year 3, 4 and 5.</p> <p>Comment: Please double check on whether the Tax percentage on the pricing schedule document will be on the 14% or 15%.</p> <p>A: Noted and Thanks very much will verify.</p> <p>Q: Bidder: Must bidders quote according to a booking I we going to quote per person or per booking since you are not using logged card?</p> <p>A: Transactional fees will be used for booking.</p> <p>There was a logged card disputes from one of the bidders and the other bidder clarified that there is no problem with not using a logged card, they have worked with lots of government institution and the logged card was not used and the process were smoothly and accurately running.</p> <p>Bidders requested to be send updated pricing schedule on 15%, and on excel spreadsheet.</p> <p>NB: Kindly note that the recording can be shared to the bidders in case there is some information that was left behind on the minutes</p>
6.	Closure	Ms Mahlakanya thanked everyone for the participation and adjourned the briefing session at 12h30

Minutes Compiled by: Bids Manager: Kwena Moloko Signature: Electronically Signed Date: ...2021/06/18	Minutes approved: Chairperson: Lebogang Mahlakanya Signature: Electronically Signed Date: 2021/06/18
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