

RFP NO:

RFP01/2021/2

RFP NAME:

PROVISION OF TRAVEL MANAGEM

BIDDER NAME

ANNEXURE A3

1.1 TRANSACTION FEES

		TRADIT	
ITEM		Unit Price (excl VAT)	
1	Air Travel – International	R	-
2	Air Travel – Regional	R	-
3	Air Travel – Domestic	R	-
4	Air Travel – International (Re-issue)	R	-
5	Air Travel – Regional (Re-issue)	R	-
6	Air Travel – Domestic (Re-issue)	R	-
7	Accommodation – Domestic	R	-
8	Accommodation – Regional	R	-
9	Accommodation – International	R	-
10	After Hours Services	R	-
11	Additional Ad-hoc Reports (per report)	R	-
12	Bus/Coach Bookings	R	-
13	Car Rental – Domestic	R	-
14	Car Rental – Regional	R	-
15	Car Rental – International	R	-
16	Courier services for travel documentation	R	-
17	Changes to bookings	R	-
18	Customised Reports (per report)	R	-
19	Cancellations	R	-
20	Debtors Account Reconciliation	R	-
21	Forex Purchase	R	-
22	Petrol card	R	-
23	Parking bookings	R	-
24	Refunds – Air Domestic	R	-
25	Refunds – Air Regional	R	-
26	Refunds – Air International	R	-
27	SMS Notifications	R	-
28	Transfers/Shuttle – Domestic	R	-
29	Transfers/Shuttle – Regional	R	-
30	Transfers/Shuttle – International	R	-
31	Train bookings – International	R	-
32	Visa Assistance (Provision of documents and advice)	R	-
Total		R	-

1.2 CONFERENCE TRANSACTIONS

Item	Description	Percentage Fee	
1	Transaction Fee (as a % of the Total turnover of the		

1.3 PRICE REVIEW

The contract prices will remain fixed for the first two years of the contract; there after, the contract prices will be reviewed on the anniversary of the contract based on the Consumer Price Index (CPI).

Comment

after will be subject to review on the