

ADDENDUM

SCMU7-22/23-0002: RENDERING OF TRAVEL AGENCY SERVICES IN RESPECT OF AIR TRAVEL, CAR HIRE/SHUTTLE SERVICES, VENUES & FACILITIES AND ACCOMMODATION FOR A PERIOD OF 36 MONTHS

PURPOSE

The purpose is to seek approval from the Head of Department to include information on the terms of reference for “**travel agency services in respect of air travel, car hire/ shuttle services, venues & facilities and accommodation for a period of 36 months**” and extension for the closing date by seven (7) days.

BACKGROUND

The project was advertised on the tender bulletin dated 29 July 2022, National Treasury e-Tenders on 29 July 2022, departmental website on 01 August 2022 and as well as the print media (Daily Dispatch) on 03 August 2022. As per the advert, the closing date was 23 August 2022 and this request is extending it to 30 August 2022.

A non-compulsory hybrid session was held on the 10 August 2022, subsequent to the deliberations in the session a resolution was made that an addendum be made in relation to the Technical Legislation and Scope of Work as follows:

4.4 Technical Legislation and /or Standards

Bidder(s) should be cognisant of the legislation and /or standards particularly:

- PFMA SCM Instruction No. 07 of 2022/23- national Treasury Cost Containment related to Travel and subsistence.
- PFMA SCM Instruction No.06 of 2022/2023 – National Travel Framework

5. NON- COMPULSORY BRIEFING SESSION

A non-compulsory hybrid session

15.2 Travel Volumes

The current CoGTA total volumes per annum includes air travel, accommodation, car hire/shuttle services, conference, etc. The table below depicts figures of the Department’s Travel Agency services expenses for 2021/2022 and prospective bidders are requested to make use of the same table to capture their relevant markup rates per transaction in support of SBD 3.1.

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Service Category	2021/2022 Expenditure	Pricing guide	Mark up %	Number of years	Total Amount
Air travel – Domestic	R 254 229.35	R 254 229.35		3	
Air Travel – International	R0.00	R 100 000.00		3	
Air Travel – Domestic (Re-issue)	R0.00	R 100 000.00		3	
Air Travel – International (Re-issue)	R0.00	R 100 000.00		3	
Car Rental	R 131 254.22	R 131 254.22		3	
Shuttle Services	R0.00	R 100 000.00		3	
Accommodation Domestic	R14 781 696.64	R14 781 696.64		3	
Accommodation International	R0.00	R 100 000.00		3	
Transfers- Domestic	R0.00	R 100 000.00		3	
Bus/Coach booking	0.00	R 100 000.00		3	
Conferences/events/venues	R 3 557 449.66	R 3 557 449.66		3	
Visa Assistance	R0.00	R 100 000.00		3	
Provision of documents & advice	R0.00	R 100 000.00		3	
SMS Notifications	R0.00	R 100 000.00		3	
Parking Bookings	R0.00	R 100 000.00		3	
Cancellations	R0.00	R 100 000.00		3	
Change to bookings	R0.00	R 100 000.00		3	
After hour services	R0.00	R 100 000.00		3	
GRAND TOTAL	R 18 724 629.87				

NB: Bidders must populate the table above with mark-up rate and provide total price per category making the grand total (Bidding Price) in support to the SBD 3.1.

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RECOMMENDATION

In view of the above, it is recommended that the Head of Department approves the addendum on the terms of reference for “travel agency services in respect of air travel, car hire/ shuttle services, venues & facilities and accommodation for a period of 36 months” and extension for the closing date by seven (7) days.


CHAIRPERSON: BID SPECIFICATION COMMITTEE

15/08/2022
DATE

RECOMMENDED / ~~NOT RECOMMENDED~~


DIRECTOR: SUPPLY CHAIN MANAGEMENT

15 August 2022
DATE

RECOMMENDED / ~~NOT RECOMMENDED~~


ACTING CHIEF FINANCIAL OFFICER

15/08/2022
DATE

APPROVED / ~~NOT APPROVED~~


MR. A.A. FANI
HEAD OF DEPARTMENT
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

DATE 16/08/2022