

## TERMS OF REFERENCE

- The travel management company or companies will be appointed to provide travel management services for a period of three (3) years for Fezile Dabi District Municipality.
- All Fezile Dabi District Municipality's employees and councillors travel economy class for domestic air travel where the flying time is five (5) hours or less. The Municipal manager may approve the purchase of business class tickets for employees with disabilities or special needs where the flying time is five (5) hours or less. Business class for international air travel as per the travel and subsistence policy of Fezile Dabi District Municipality .
- Vehicle Group B or equivalent should be reserved for All FDDM employees including senior managers appointed in terms of section 56 & 57 of the Local government Municipal Systems Act.
- Differently abled employees who are able to drive an automatic vehicle may be allowed to hire a group D (Automatic vehicle).
- Permanently disabled employees will have a permanent arrangement for an automatic vehicle.
- Groups of three or more travelling together are to hire a Group Z vehicle or equivalent.
- Insurance should be included on all vehicle rental transactions
- Personnel from travel Agency should be available on a 24 hour basis, as and when required, so that the enquiries and unexpected changes to travel plan can be facilitated
- A reconciliation of all flights and car rental transactions and costs should be submitted on a monthly basis.
- Proof of the following documentation will be requested:
- Proof of affiliation/accreditation to IATA (certified copy to be provided). Failure of submitting the above- mentioned documentation may invalidate the Bid.
- All items on the price schedule must be priced in South African Rands for 3 successive years (2023-2024, 2024-2025, and 2025-2026). If a particular item will be provided for free, then the company must clearly indicate that.

**FUNCTIONALITY:**

| <b>CRITERIA</b>                  | <b>SCALE</b>   | <b>WEIGHT</b> |
|----------------------------------|--|---------------|
| <b>Affiliation/Accreditation</b> | Affiliation/Accreditation Certificate IATA   | <b>60</b>     |
| <b>Experience</b>                | Previous work done within local Government, Government Departments and Private companies with traceable Contacts.<br><br>Each letter is equal to 5 points<br>1=5 points; 2=10 points; 3=15 points<br><br>4 =20 points; 5= 25 points; 6= 30points | <b>30</b>     |
| <b>Capacity</b>                  | Number of Key Personnel<br>1-2 = 5 points and 3 or more =10 points.<br><br>Provide company organogram and provide a list of key personnel.<br><br>Provide Pay slip cover (Do not show figures)   | <b>10</b>     |
|                                  | <b>Total</b>   | <b>100</b>    |

**Bidders must obtain 70% Points for further evaluation**

# REQUEST FOR PROPOSALS

| Item     | Description   | Bid Price in<br>RSA Currency(<br>Including Vat)<br>Year 1: 2023-<br>2024 | Bid Price in<br>RSA Currency<br>( Excluding<br>Vat)<br>Year 2: 2024-<br>2025 | Bid Price in<br>RSA Currency<br>( Excluding<br>Vat)<br>Year 3: 2025-<br>2026 | Bid Price in<br>RSA<br>Currency(<br>Including<br>Vat)<br>Year 1:<br>2023-2024 | Bid Price in<br>RSA<br>Currency ( Excluding<br>Vat)<br>Year 2:<br>2024-2025 | Bid Price in<br>RSA<br>Currency ( Excluding<br>Vat)<br>Year 3:<br>2025- 2026 |
|----------|---|--|--|--|---|---|--|
|          | Rendering of a Travel<br>Management Service in<br>respect of Air Travel and<br>Car Hire | Booking fee per<br>person  | Booking fee per<br>person  |  |   |   |  |
| <b>A</b> | <b>DOMESTIC: AIR<br/>TRAVEL</b>   | <b>BOOKING<br/>FEE PER<br/>PERSON</b>                                    | <b>BOOKING<br/>FEE PER<br/>PERSON</b>  | <b>BOOKING<br/>FEE PER<br/>PERSON</b>  | <b>BOOKING<br/>FEE PER<br/>GROUP<br/>(3 or more<br/>people)</b>               | <b>BOOKING<br/>FEE PER<br/>GROUP<br/>(3 or more<br/>people)</b>             | <b>BOOKING<br/>FEE PER<br/>GROUP<br/>(3 or more<br/>people)</b>              |
|          | Domestic Air Ticket   |  |  |  |   |   |  |
|          | Air Ticket- reissue<br>Domestic   |  |  |  |   |   |  |
|          | Refund Admin Fee ( excluding airline taxes)   |  |  |  |   |   |  |
|          | Change Booking fee  |  |  |  |   |   |  |
|          | Cancellation fee  |  |  |  |   |   |  |
|          | SMS Notification  |  |  |  |   |   |  |
|          | 24 hour emergency call<br>Centre charges (sub   |  |  |  |   |   |  |

|          | charge) including weekends, public holidays and after hours                     | BOOKING FEE PER PERSON | BOOKING FEE PER PERSON | BOOKING FEE PER PERSON | BOOKING FEE PER GROUP (3 or more people) | BOOKING FEE PER GROUP (3 or more people) | BOOKING FEE PER GROUP (3 or more people) |
|----------|---|------------------------|------------------------|------------------------|--|--|--|
| <b>B</b> | <b>INTERNATIONAL AIR TRAVEL</b>   |                        |                        |                        |  |  |  |
|          | International Air Ticket  |                        |                        |                        |  |  |  |
|          | Air Ticket- reissue International   |                        |                        |                        |  |  |  |
|          | Refund Admin Fee (excluding airline taxes)                                      |                        |                        |                        |  |  |  |
|          | Change Booking fee  |                        |                        |                        |  |  |  |
|          | Cancellation fee  |                        |                        |                        |  |  |  |
|          | Travel Insurance  |                        |                        |                        |  |  |  |
|          | SMS Notification  |                        |                        |                        |  |  |  |
|          | 24 hour emergency call  |                        |                        |                        |  |  |  |
|          | Centre charges (sub charge) including weekends, public holidays and after hours |                        |                        |                        |  |  |  |
|          | Transfer Services   |                        |                        |                        |  |  |  |
|          | Visas (per passport)  |                        |                        |                        |  |  |  |
|          | Emergency Visa Fee(Per passport)  |                        |                        |                        |  |  |  |
|          | Visa 2 -4 pax per person  |                        |                        |                        |  |  |  |
|          | Visa 5 plus pax per person  |                        |                        |                        |  |  |  |

| <b>C</b> | <b>CAR HIRE</b>  | <b>BOOKING FEE PER PERSON</b> | <b>BOOKING FEE PER PERSON</b> | <b>BOOKING FEE PER PERSON</b> |
|----------|--|-------------------------------|-------------------------------|-------------------------------|
|          | Domestic Car Hire  |                               |                               |                               |
|          | International Car Hire   |                               |                               |                               |
|          | Car Booking including Bill Back Fee                              |                               |                               |                               |
|          | Shuttle Services (Point to Point and / or hotel - International) |                               |                               |                               |
|          | Chauffeur Services   |                               |                               |                               |
|          | Rail/Bus Bookings  |                               |                               |                               |
|          | Change Booking Fee   |                               |                               |                               |
|          | Cancellation Fee   |                               |                               |                               |

| <b>D</b> | <b>INTERNATIONAL ACCOMMODATION</b>                              | <b>BOOKING FEE PER PERSON</b> | <b>BOOKING FEE PER PERSON</b> | <b>BOOKING FEE PER PERSON</b> | <b>BOOKING FEE PER GROUP (3 or more people)</b> | <b>BOOKING FEE PER GROUP (3 or more people)</b> |
|----------|---|-------------------------------|-------------------------------|-------------------------------|---|---|
|          | International Accommodation (including Bed & Breakfast, Dinner) |                               |                               |                               |   |   |
|          | International Accommodation (excluding Breakfast, Dinner)       |                               |                               |                               |   |   |



|  |                    |  |  |  |  |  |  |
|--|--------------------|--|--|--|--|--|--|
|  | Change Booking Fee |  |  |  |  |  |  |
|  | Cancellation fee   |  |  |  |  |  |  |
|  |                    |  |  |  |  |  |  |