



RFB008: TRAVEL MANAGEMENT SERVICES

Questions and answers

QUESTIONS	ANSWERS								
<p>1. In the Please note that we require clarity for section 13 Submission of Proposals. Please advise if the two duplicate copies and the memory stick can <u>exclude</u> Exhibit 3 when submitted?</p>	<p>-The 2 copies will exclude exhibit 3, however the USB should include everything of the bid.</p>								
<p>2. Kindly advise if the below is meant to be completed or should use our own</p> <p>..... accept your bid under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexures.</p> <p>1. An official order indicating service delivery instructions is forthcoming.</p> <p>2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.</p> <table border="1" data-bbox="405 1066 1003 1187"> <thead> <tr> <th>DESCRIPTION OF SERVICE</th> <th>PRICE (VAT INCL)</th> <th>COMPLETION DATE</th> <th>B-BBEE STATUS LEVEL OF CONTRIBUTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>3. I confirm that I am duly authorised to sign this contract.</p> <p>SIGNED AT _____ ON _____</p> <p>NAME (PRINT) _____</p>	DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION					<p>-Yes, you are required to complete it. -You may attach your own as an additional supporting document.</p>
DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION						

<p>3. Please can you elaborate a little more on delivery of the documents.</p>	<p>-Hand delivered to the SAHPRA physical address on or before the closing date and time: Loftus Park, Building A, 402 Kirkness St Arcadia Pretoria 0083</p>
<p>4. I take note of the below statement, however we would like to confirm if there is a lodge card in place or not?</p> <p>The TMC will be required to offer a 30-day bill-back account facility to institutions should a lodge card not be offered. 'Bill back', refers to the supplier sending the bill back to the TMC, who, in turn, invoices SAHPRA for the services rendered.</p>	<p>-SAHPRA has a lodge card on flights bookings only. Other services are on "Bill Back".</p>
<p>5. Are we allowed to add an addendum as an additional page on our company letterhead?</p>	<p>-Yes</p>
<p>6. We must not complete the pricing schedule on page 43 and 44? Only submit the one provided on excel?</p>	<p>-Correct Bidders must complete and submit the separate electronic Excel templates attached, which are the management fee model and transactional fee model.</p> <p>After completion of the electronic Excel spreadsheet, bidders must then print the Excel spreadsheet and include both the printed version as well as the electronic version with their submission. The electronic version can be submitted either on a memory stick.</p> <p>Bidders must sign the Pricing Schedule before it is scanned and sent in PDF format.</p>