

**PRICING SUBMISSION****RFP NO:**

RFQ 378/2017/18

RFP NAME:

Request for Quotations (RFQ) for Travel Management Services to Overberg Water for a period of 12 Months

BIDDER NAME

<NAME OF BIDDER TO BE FILLED IN HERE>

PRICE INSTRUCTIONS**1. STRUCTURE OF THE TENDER**

This spreadsheet for **RFQ 378/2017/18** contains the financial response templates for the bid. The bid pricing submission instructions in this document must be read in conjunction with instructions or notes embedded in the various tabs of spreadsheet (Pricing Schedule).

2. GENERAL INSTRUCTIONS FOR COMPLETING THE PRICING SCHEDULE TEMPLATES**2.1 Tender submission format**

- 2.1.1 Bidders must submit a paper copy of the Pricing Schedule..
- 2.1.2 Bidders must sign all paper copies of their Pricing Schedule.
- 2.1.3 Bidders must complete and submit the template attached ,which is the transactional fee offsite.
- 2.1.4 Bidders must reference RFQ main document section 15.2 for current travel volumes.

2.2 Input spreadsheets

- 2.2.1 The Pricing Schedule templates are contained within the one (1) Excel Workbook
- 2.2.2 Bidders must not make any changes to the spreadsheets or change the formatting of the Pricing Schedule.
- 2.2.3 Cells are formatted to automatically indicate South African Rands, ordinary text fields and percentages (%) where applicable.
- 2.2.4 Input cells FOR BIDDERS are highlighted in **GREEN**. The Bidder must complete all the relevant input cells for the bid.
No other cells must be changed in any way whatsoever.
- 2.2.4 Input cells FOR THE TENDERING INSTITUTION are highlighted in **ORANGE**. The Tendering institution must complete all the relevant input cells for the bid.
No other cells must be changed in any way whatsoever.

2.3 Currency and VAT

- 2.3.1 All Bidders' pricing must be quoted in South African Rands (ZAR).
- 2.3.2 The Pricing Schedule template is designed such that VAT will be calculated on Bidders' input pricing, therefore Bidders must complete the templates with
unit prices excluding VAT.



**TEMPLATE 2: TRANSACTION FEE MODEL
OFF-SITE SERVICES**

RFP NO:

RFQ OW 378/2017/2018

RFP NAME:

Request for Quotations (RFQ) for Travel Management Services to Overberg Water
For a period of 12 Months

BIDDER NAME

<NAME OF BIDDER TO BE FILLED IN HERE>

1.1 TRANSACTION FEES

		TRADITIONAL BOOKINGS			
ITEM	Transaction Type	Estimated Volume	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
1	Air Travel – International	5		R -	R -
2	Air Travel – Regional	5		R -	R -
3	Air Travel – Domestic	108		R -	R -
4	Air Travel – International (Re-issue)	0		R -	R -
5	Air Travel – Regional (Re-issue)	0		R -	R -
6	Air Travel – Domestic (Re-issue)	10		R -	R -
7	Refunds – Air Domestic	10		R -	R -
8	Refunds – Air Regional	2		R -	R -
9	Refunds – Air International	2		R -	R -
10	Car Rental – Domestic	108		R -	R -
11	Car Rental – Regional	5		R -	R -
12	Car Rental – International	5		R -	R -
13	Transfers/Shuttle – Domestic	10		R -	R -
14	Transfers/Shuttle – Regional	5		R -	R -
15	Transfers/Shuttle – International	5		R -	R -
16	Accommodation – Domestic	108		R -	R -
17	Accommodation – Regional	5		R -	R -
18	Accommodation – International	5		R -	R -
19	Bus/Coach Bookings	5		R -	R -
20	Train bookings – International	5		R -	R -
21	Visa Assistance (<i>Provision of documents and advice</i>)	5		R -	R -
22	Courier services for travel documentation (visa & passports)	5		R -	R -
23	SMS Notifications	0		R -	R -
24	Parking bookings	10		R -	R -
25	Cancellations	10		R -	R -
26	Changes to bookings	10		R -	R -
27	After Hours Services	10		R -	R -
28	Additional Ad-hoc Reports (per report)	6		R -	R -
29	Customised Reports (per report)	12		R -	R -
30	Travel Lodge card Reconciliation	0		R -	R -
31	Debtors Account Reconciliation	12		R -	R -
32	Conference	5		R -	R -
Total		493			R -

PRICE THAT WILL BE USED FOR EVALUATION PURPOSES

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BIDDER'S HANDLING FEE %



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Price Declaration

Dear Sir/Madam,

Having read through and examined the Request For Proposal (RFP) Document, the General Conditions, The Requirement and all other Annexures to the RFP Document, we offer to provide **OFF-SITE** travel management service to the **Overberg Water** at the following total amounts (including VAT)

Template 2: Transaction Fee (Off-Site)

R	(incl. VAT)	
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In words:

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We undertake to hold this offer open for acceptance for a period of **120 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by the Overberg Water

We understand that Overberg Water are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance not to divulge to any persons, other than the persons to which the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

<i>Signature</i>	<i>Date</i>
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Print name of signatory:

Designation:

FOR AND ON BEHALF OF: COMPANY NAME

Tel No:

Fax No:

Cell No:

Email: