



ERRATUM : RFP OW-458/2021/22

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TRAVEL MANAGEMENT SERVICES TO OVERBERG WATER BOARD FOR PERIOD OF 36 MONTHS.

The above-mentioned bid was advertised on e-tender portal, and Overberg Water Board website on the 15th of February 2023 with a closing date of the 13th of March 2023 at 12h00.

Overberg Water Board would like to inform prospective service providers that there was an error in the pricing schedule that was advertised in the bid document, a revised excel pricing schedule will be loaded on website and e-tender portal.

Please note, this serves as a rectification of the error in the pricing schedule, there are **NO** changes on the closing date, time and place of submitting the bidding document.

Kind regards



RN Lehutso

SCM: OVERBERG WATER BOARD

21/02/2023



RFP NO []

RFP NAME **Request for Proposal for Travel Management Services to Overberg Water for Period of 36**

BIDDER NAM []

1.1 TRANSACTION FEES		TRADITIONAL BOOKINGS			ONLINE BOOKINGS			
ITEM	Transaction Type	Estimated Volume	Unit Price (Excl VAT)	Unit Price (Incl VAT)	Total Price (Incl VAT)	Unit Price (excl VAT)	Unit Price (incl VAT)	Total Price (Incl VAT)
1	Air Travel-Domestic	300						
2	Refunds -Air Domestic	85						
3	Car Rental-Domestic	300						
4	Car Rental-Regional	40						
5	Transfers/Shuttle-Domestic	25						
6	Accommodation-Domestic	350						
7	Bus-Coach Bookings	25						
8	Train bookings-International	45						
9	Courier services for travel documentation							
10	SMS Notifications							
11	Parking bookings	700						
12	Cancellations	100						
13	Changes per Booking	170						
14	After Hours Services	170						
15	Additional Ad-hoc Reports(pp)	25						
16	Customized Reports(per report)	40						
17	Travel Lodge card Reconciliation							
18	Debtors Account Reconciliation	40						
	Total	2 415						R

Percentage Split between Online Bookings and Traditional		Percentage Traditional	Percentage Online
R			
PRICE BEFORE CONFERENCE TRANSACTION FEES			
1.2 CONFERENCE TRANSACTION FEE			
ITEM	Description	Percentage Fee	Total Price (inc VAT)
1.	Conference Transaction Fee (At the Fixed Amount of R1000,000 in 3 years)	R	R
<i>Please indicate the percentage of conference fees based on the given amount</i>			
TOTAL PRICE THAT WILL BE USED FOR EVALUATION PURPOSE		R	
NOTE			
The above schedule is in relation to transaction/admin fees to the agent. The travel costs will be based on the actual costs			