



National  
Nuclear  
Regulator

## INVITATION TO BID

<b>BID NO.</b>	NNRSCM-09-2024
<b>DESCRIPTION</b>	<b>APPOINTMENT OF A PANEL OF TRAVEL MANAGEMENT COMPANIES TO PROVIDE TRAVEL MANAGEMENT, ACCOMODATION AND RELATED SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.</b>
<b>CLOSING DATE AND TIME</b>	04 SEPTEMBER 2024 at 11h00 (am)
<b>BID VALIDITY PERIOD</b>	90 days (from closing date)
<b>SCM enquiries:</b>  Contact Person: Lindiwe Nkosi or Sanelisiwe Mavundla Tel: 012 674-7100 e-mail: <a href="mailto:Lnkosi@nnr.co.za">Lnkosi@nnr.co.za</a> / <a href="mailto:SMavundla@nnr.co.za">SMavundla@nnr.co.za</a>	<b>Technical Enquiries :</b>  Contact Person : Pamela Bapela Tel: 012 674-7100



caring



excellence



integrity



openness &  
transparency



teamwork



safety & security

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**DETAILS OF THE BIDDER**

Name of bidder	
Registration number	
Tax Reference number *	
SARS Tax Pin Number *	
National Treasury Central Supplier Database (CSD) Supplier number *	
BBBEE Level *	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	
<p><b>SIGNATURE OF BIDDER:</b> _____</p> <p><b>DATE:</b> _____</p>	

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## **CONTENTS**

Bidders are to ensure that they received all pages of this document, which consists of the following:

Section 1	: Invitation to Bid (SBD1)
Section 2	: Checklist of compulsory returnable schedules and documents
Section 3	: Special Instruction and notices to bidders.
Section 4	: Functional Requirements: Specifications
Section 5	: Evaluation and Selection Process
Section 6	: Pricing Proposal
	: Annexures
Annexure 1	: Declaration of Interest (SBD 4)
Annexure 2	Preference points claim in terms of Preferential Procurement Regulations 2022 (SBD 6.1)
Annexure 3	General Conditions of Contract (GCC)

**NNRSCM-09-2024: Appointment of a panel of travel management companies to provide travel management, accommodation, and related services to the NNR for a period of three (3) years**

**SECTION 1**

**INVITATION TO BID PART A**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL NUCLEAR REGULATORY COMMISSION**

BID NUMBER:	NNRSCM-09-2024	CLOSING DATE: 04 SEPTEMBER 2024	CLOSING TIME:	<b>11H00am</b>
DESCRIPTION	<b>Appointment of a panel of travel management companies to provide travel management, accommodation, and related services to the NNR for a period of three (3) years</b>			

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7)**

**BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:**

NATIONAL NUCLEAR REGULATORY COMMISSION
BLOCK G, ECO GLADES OFFICE PARK
420 WITCH HAZEL AVENUE
ECO PARK, CENTURION.

**SUPPLIER INFORMATION**

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
	TCS PIN:		<b>OR</b>	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHOM WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		

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**NNRSCM-09-2024: Appointment of a panel of travel management companies to provide travel management, accommodation, and related services to the NNR for a period of three (3) years**

(CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EME's &amp; QSE's) MUST BE SUBMITTED FOR VERIFICATION.]</b>			
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid, e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	National Nuclear Regulator		
CONTACT PERSON	Lindiwe Nkosi Sanelisiwe Mavundla	CONTACT PERSON	Pamela Bapela
TELEPHONE NUMBER	012 674-7100	TELEPHONE NUMBER	012 674-7100
E-MAIL ADDRESS	<a href="mailto:LNkosi@nnr.co.za">LNkosi@nnr.co.za</a> / <a href="mailto:Smavundla@nnr.co.za">Smavundla@nnr.co.za</a>		

**PART B TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE

1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MUST ALSO SUBMIT A PRINTED TCC TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

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**SECTION 2**

**1. CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS**

**Bidders are required to adhere to the following instructions.**

- Tick in the relevant block below.
- Use the prescribed sequence in attaching the annexures when completing the Bid Document.
- Ensure that the following documents are completed and signed where applicable:

**NB:** Should any of these documents not be included, the bidders **may** be disqualified based on non-compliance.

<b>DOCUMENT DESCRIPTION</b>	<b>YES</b>	<b>NO</b>
Original Bid and 2 Copies – (hard copies clearly marked as either original and copy) and one Electronic Copy.  <b>Important:</b> Kindly note that every document that is submitted as part of the original submission, must be <u>duly authorised with the required signatures or initials on each and every page</u> . Failure to comply will result in the bid being noted as incomplete.		
<b>Section 1:</b> SBD 1 - Invitation to Bid		
<b>Section 2:</b> Checklist of compulsory returnable schedules and documents		
<b>Section 3:</b> Special instructions, Conditions of the bid, undertaking and obligations of the bidder		
<b>Section 4:</b> Specifications		
<b>Section 5:</b> Evaluation and selection process		
<b>Section 6:</b> Price proposal		
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<b>Annexure 1:</b> SBD 4 – Declaration of interest		
<b>Annexure 2:</b> SBD 6.1 - Preferential Procurement Regulation 2022		
<b>Annexure 3:</b> General Conditions of Contract		

### **SECTION 3**

#### **SPECIAL INSTRUCTIONS AND CONDITIONS OF THE BID**

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1. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
2. The bidder is advised to check the number of pages and to satisfy themselves that none are missing or duplicated.
3. Bids submitted must be complete in all aspects of the bid. Bids will only be considered if correctly completed and accompanied by all relevant and /or necessary applicable information.
4. Bids shall be lodged at the address indicated not later than the closing date and time specified for their receipt, and in accordance with the directives in the bid documents.
5. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
6. A specific box is provided (at the NNR Centurion office entrance) for the receipt of bids and bid(s) found in any other box or elsewhere subsequent to the closing date and time of bid will not be considered.
7. If a courier service company is being used for delivery of the bid document, the bid description must be written on the delivery note/courier packaging and the courier company must ensure that documents are placed / deposited into the bid box. **The NNR will not be held responsible for any delays where bid documents are handed to the NNR receptionist, security personnel or postal address, or any documents that gets lost.**
8. No bid submitted by telefax, telegraphic or other electronic means will be considered.
9. Use of correcting fluid or erasable pencil is prohibited.

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10. Where practical bids will be opened in public after the closing time of bid.
11. NNR reserves the right to reject all responses submitted by bidders and to embark on a new bid process.
12. A Service Level Agreement will be signed with the successfully bidder.
13. Bidders must submit signed documentary proof of the existence of joint ventures and/or consortium arrangements. The NNR will only accept signed agreements as acceptable proof of joint venture and/or consortium arrangement. The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and joint venture and/or consortium party. The agreement must also identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.
14. The NNR at its own discretion may vary the scope of this bid to include or exclude more scope/work. In the case of the latter the bidder will not be entitled to claim for work not required.
15. Commencement of work shall be subject to receipt of an official purchase order and conclusion of the Service Level Agreement.
16. The NNR will only commence the payment process after receipt of a bill of costs and/or invoice from the bidder and after such has been approved by the client division as representing the services rendered for the project.
17. Payments of invoices will be settled within 30 days from receipt of a correct and original invoice. No upfront payments will be made; the successful bidder will only be paid after the services have been rendered. All payments will be made by the NNR ONLY through electronic bank transfer into a banking account of the successful bidder.
18. The NNR will not be liable for any expenses incurred by the bidder(s) during the bidding process.
19. Under no circumstance will the NNR return proposals received and /or submitted in any format. These proposals shall be kept confidential for internal consideration.

**20. The NNR reserves the right to:**

- 20.1 To amend any bid conditions, specifications, terms of reference, extend the validity period or extend the closing date of the bid.
- 20.2 Not to accept the lowest bid or any bid part or in whole. The NNR may award the bid to the bidder who proves to be capable of handling the services and whose bid is technically acceptable and/or financially advantageous to the NNR.
- 20.3 To award this bid as a whole or in part without furnishing reasons.
- 20.4 To extend/decrease the scope of work relating to this bid to include any of its affiliates if required. The implication of the scope changes (if any) will be subject to negotiations between the NNR and the successful bidder.
- 20.5 To cancel and/or terminate the bid process at any stage, including after the closing date and/or after presentations have been made, and/or after bids have been evaluated and/or after shortlisted bidders have been notified of their status.
- 20.6 To conduct site inspections and or due diligence, or explanatory meetings in order to verify the nature and quality of services offered by the bidder. This will be done before/or after adjudication of the bid. The site inspection and or due diligence will be carried out with shortlisted bidders only.
21. The NNR may request written clarification or further information regarding any aspect of the proposal. The bidder/s must supply the requested information in writing within two (2) working days after the request has been made, otherwise the proposal may be disqualified.
22. To contact references during the evaluation and adjudication process to obtain information.
23. Should the parties at any time before and/or after the award of the bid and prior to, and /or after issuing an appointment letter fail to agree on any significant service, price, change in terms of reference or change in services etc., the NNR shall be entitled to recall the letter of appointment and cancel the award by giving the bidder a written notice of such.

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24. Negotiate rates submitted by bidders.
25. Such cancellation shall mean that the NNR reserves the right to award the same proposal to the next best bidder as it deems fit.
26. The successful bidder must ensure that all personnel working under this contract are suitably experienced prior to the commencement of services and remain in the project for the duration of the contract.
27. The General Conditions of Contract will apply to this bid.

## **2. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION**

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- 2.1 The NNR reserves the right to disqualify any bidder who;
  - 2.1.1 engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder or company / business in respect of the subject matter of this bid;
  - 2.1.2 Bidders who seek or obtain the assistance from employees, contractors, or advisors of the NNR in the preparation of their responses.
  - 2.1.3 Bidders must familiarise themselves with the implications of contravening the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004 and any other relevant legislation.

## **3. NOTICE TO BIDDERS**

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- 3.1 The NNR calls on all service providers/ bidders not to be lured into tender (bid) fraud scam which requires upfront payment in doing business with the NNR.
- 3.2 The NNR would like to clearly state that service providers/bidders are not expected to pay any fee upfront to be awarded a tender (bid).
- 3.3 Service providers / bidders are urged to remain vigilant to the tender (bid) scam and any other scams. On suspicions of such, service providers/ bidders are advised to report it to law enforcement agencies and /or the NNR SCM or Legal Services officials.

#### **4. UNDERTAKING AND OBLIGATION OF THE BIDDER**

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- 4.1 The successful bidder may, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the NNR, which will form an integral part of the service provider's agreement. The SLA will serve as a tool to measure, monitor, and assess the service provider's performance level and ensure effective delivery of service, quality, and value-add business for the NNR.
- 4.2 The successful bidder shall render all or any of the services described in the attached documents on NNR terms and conditions and in accordance with the terms of reference stipulated in the bid document (which shall be taken as part of, and incorporated into bid proposal)
- 4.3 The bidder shall prepare a possible presentation should the NNR require such and the bidder shall be notified thereof in time before the actual presentation date.
- 4.4 The bidder hereby agrees that the offer herein shall remain binding upon receipt of acceptance by the NNR during the validity period indicated and calculated from the closing date of the bid; this offer and its acceptance shall be subject to the terms and conditions in this bid document.
- 4.5 The bidder shall confirm their satisfaction to the correctness and validity of the bid response that the price/s quoted cover all the work/items(s) specified in the bid response document and that the price(s) cover all obligations under a resulting contract and he/she accept that any mistake regarding price(s) and calculations will be at their own risk.
- 4.6 The bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions arising under this agreement as the main fulfillment liable due to this contract.

## **5. LEGISLATIVE FRAMEWORK OF THE BID**

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### **5.1 Tax Legislation**

- 5.1.1 Bidder(s) must be compliant when submitting a proposal to the National Nuclear Regulator and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 5.1.2 It is a condition of this bid that the tax matters of the successful bidder are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 5.1.3 The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 5.1.4 It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an on-going basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 5.1.5 Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.
- 5.1.6 Where Consortia / Joint Ventures / Sub-contractors are involved; each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.
- 5.1.7 Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.
- 5.1.8 Foreign suppliers with neither South African tax obligation nor history of doing business in South Africa must complete a pre-award questionnaire on the Standard Bidding Document 1 for their tax obligation categorisation.

### **5.3 Technical Legislation and/or Standards**

5.3.1 Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services.

## **6. TIMELINE OF THE BID PROCESS**

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6.1 All dates and times in this bid are South African standard time.

6.2 Any time or date in this bid is subject to change at the discretion of the NNR. The establishment of a time or date in this bid does not create an obligation on the part of the NNR to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the NNR extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

## **7. CONTACT AND COMMUNICATION**

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7.1 Telephonic requests for clarification will not be considered. Any clarification required by a bidder regarding the Terms of Reference/specifications, or any other aspect concerning this bid or bid document, **must be requested in writing (e-mail)** stating the bid reference number from the following contact person(s), **Sanelisiwe Mavundla and Lindiwe Nkosi**  
**e: mail [Smavundla@nnr.co.za](mailto:Smavundla@nnr.co.za) / [Lnkosi@nnr.co.za](mailto:Lnkosi@nnr.co.za)**

7.1.1 Queries received will be responded to within two (2) working days of receiving the query.

7.1.2 The NNR will not respond to any enquiries received less than seventy-two (72) hours before the closing date and time of the bid.

7.2 The NNR SCM office may communicate with Bidder(s) where clarity is sought in the bid proposal.

7.3 Any communication to an official or a person acting in an advisory capacity for NNR in respect of the bid between the closing date and the award of the bid by the bidder(s) is discouraged.

7.4 All communication between the Bidder(s) and NNR must be done in writing.

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- 7.5 Whilst all due care has been taken in connection with the preparation of this bid, NNR makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current, or complete. NNR and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current, or complete.
- 7.6 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the bid, or the tendering process must keep the contents of the bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this bid.

## **8. LATE BIDS**

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Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration.

## **9. COUNTER CONDITIONS**

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The Bidder's attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

## **10. FRONTING**

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- 10.1 The NNR supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the NNR condemns any form of fronting.
- 10.2 The NNR, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry and Competition, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a

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period not exceeding ten years, in addition to any other remedies the NNR may have against the Bidder / contractor concerned.

#### **11. COMPANY VETTING**

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The successful bidder(s) may be subjected to a security screening /or vetting process by the State Security Agency at any stage during the contract. If the results thereof are negative and/or unfavourable and/or have a material or adverse effect to the carrying out of the contract, the NNR shall be entitled to immediately cancel the contract in writing.

#### **12. SUPPLIER DUE DILIGENCE**

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The NNR reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information. (The site visit may be conducted at a client of the bidder (reference) for validation of the services rendered. The choice of site will be at the NNR's sole discretion).

#### **13. SUBMISSION OF PROPOSALS**

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13.1 Bid documents with proposals delivered / couriered must be placed into the bid box situated at the address listed below on or before the closing date and time.

Physical address of bid box	National Nuclear Regulator office, Eco Glades 2, Block G, Eco Glades Office Park, 420 Witch-hazel Avenue, Centurion
Information to be marked on package containing bid	National Nuclear Regulator Bid description and bid number

13.2 **Bulky documents:** Bidders are requested to arrange prior to submitting bulky documents.

The NNR will not take responsibility for the bid documents left anywhere else other than the bid box as indicated in paragraph 13.1 above. Bidders are encouraged to send an email to [SMavundla@nnr.co.za](mailto:SMavundla@nnr.co.za) / [LNkosi@nnr.co.za](mailto:LNkosi@nnr.co.za) to make arrangements.

13.3 Bid documents will only be considered if received by NNR before the closing date and time, regardless of the method used to send or deliver such documents to the NNR.

13.4 The bidder(s) are required to submit a bid proposal comprising of: One (1) original, Two (2) duplicates/copies and; One (1) electronic copy with the information of the original file.

13.5 There will be no public opening of the bids received (including price), however a list of received bids will be published on the NNR website.

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## **SECTION 4: TERMS OF REFERENCE**

### **1. INTRODUCTION**

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- 1.1 The National Nuclear Regulator (NNR) is a public entity which is established and governed in terms of Section 3 of the National Nuclear Regulator Act, (Act No 47 of 1999) to provide for the protection of persons, property, and the environment against nuclear damage through the establishment of safety standards and regulatory practices.
- 1.2 The NNR is involved in various national, regional, and international initiatives. These include but are not limited to conducting core regulatory activities, attending stakeholder meetings, participating in sector related events and training initiatives. The NNR staff are required to undertake official duty travel to various national, regional, and international locations.

### **2. PURPOSE**

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- 2.1 The purpose of this bid is to invite proposals from potential bidder(s) for the provision of travel management, accommodation, and related services to the NNR.
- 2.2 This bid document outlines the duties and responsibilities of the potential bidder(s) for the provision of travel management, accommodation and car rental services to the NNR.
- 2.3 This bid does not constitute an offer to do business with the NNR but serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

### **3. DEFINITIONS**

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<b>Accommodation</b>	means the rental of lodging facilities while away from one's place of residence while on official business. .
<b>After-hours service</b>	means a travel request that is actioned after normal working hours, i.e. 17h00 to 8h00 on Mondays to Fridays and twenty-four (24) hours on weekends and public Holidays.
<b>Air travel</b>	means the rental of a vehicle for a defined period of time by a traveller for official business purposes. .
<b>Car Rental Hire</b>	means car rental for authorised official duty travel.
<b>Authorising Official</b>	means the official who has delegated authority in terms of the Institution's approved delegations, to approve travel requests and expenses.

<b>best price of the day”</b>	Means – (a) for airline bookings: the lowest fare offered at the time of booking, provided that this fare is offered in conjunction with suitable travel times. Travel Bookers to take cognisance of airline discount agreements negotiated by National Treasury. Copies of the agreements can be obtained from the National Treasury contact person referred to in the Instruction. (b) for accommodation bookings: the lowest rate available at suitable accommodation establishments within reasonable distance from place of duty. The travel booker will determine the most appropriate star rating, based on an assessment of the institution’s business requirements and total cost of travel (typically, accommodation rates plus transportation costs);
<b>Domestic travel</b>	means travel within the borders of the Republic of South Africa or within the borders of the foreign country where the official is based.
<b>Emergency service</b>	means an event where unforeseen and unavoidable circumstances (either personal and, or, business-related), including but not limited to, a death, illness, health risk, disaster management operations, or a business environmental risk, require a booking for travel or a diversion from the original planned trip.
<b>International travel</b>	refers to travel outside the borders of the Republic of South Africa.
<b>incidental expenses</b>	means minor expenditures associated with business travel. These expenses comprise an immaterial part of the travel and entertainment costs that a person might incur. These expenditures are usually paid by the traveller since they are so small and are covered by the subsistence allowances under normal circumstances. Examples of these 1 The location, town, city, or country, as the case may be, where the Official in the normal course reports for work. 2 Institutions may include other governance committees applicable to the Institution which include external members. National Travel Guideline Page 6 of 53 expenses are gratuity for table and room service, reading matter, private telephone calls, Liquid Refreshments which do not form part of the Meals and any similar minor expense
<b>Lodge Card</b>	is a credit card which is specifically designed purely for duty travel expenditure. There is typically one credit card number which is “lodged” with the Travel Management Company (TMC) at to which all expenditure is charged as per NNR limits.
<b>Management Fee</b>	is the fixed negotiated fee payable to the TMC in monthly instalments for the delivery of travel management services, excluding any indirect service fee not included in the management fee structure (visa, refund, frequent flyer tickets etc).

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**NNRSCM-09-2024: Appointment of a panel of travel management companies to provide travel management, accommodation, and related services to the NNR for a period of three (3) years**

<b>Quality Management System</b>	means a collection of business processes focused on consistently meeting customer requirements and enhancing their satisfaction. It is expressed as the organizational structure, policies, procedures, processes and resources needed to implement quality management.
<b>Regional travel</b>	means travel across the border of South Africa to any Country on the African continent.
<b>Service Level Agreement (SLA)</b>	is a contract between the TMC and the NNR that defines the level of service and expectations from the TMC.
<b>Shuttle Service</b>	means the ground transport transfer service from one point to another, for example from place of work to the airport or place of accommodation to a meeting.
<b>Third party fees</b>	are fees payable to third party service providers that provide travel related services on an ad hoc basis that is not directly provided by the TMC. These fees include visa fees and courier fees.
<b>Transaction Fee</b>	means the fixed negotiated fee charged for each specific service type e.g. international air ticket, charged per type per transaction per traveller.
<b>Traveller</b>	means a person travelling at the behest of the Institution on official business.
<b>Travel Services</b>	Booking of accommodation, airflight, road transportation, conference, and group bookings.
<b>Travel co-ordinator</b>	is the person coordinating travel reservations with the TMC consultant on behalf of the Traveller, e.g. the personal assistant or administrator of the traveller.
<b>Travel Management Company or TMC</b>	means the service provider contracted to provide travel management services, which is inclusive of the procurement of travel-related services.
<b>Travel Voucher</b>	means a document issued by the TMC to confirm the reservation and/or payment of specific travel arrangements.
<b>Value Added Services</b>	are services that enhance or complement the general travel management services e.g. Rules and procedures of the airports.
<b>VAT</b>	means Value Added Tax.
<b>VIP or Executive Service</b>	means the specialised and personalised travel management services for NNR approved VIP travellers by a dedicated consultant to ensure a seamless travel experience.

#### **4. BACKGROUND**

- 4.1 The NNR currently uses a panel of TMCs on a scheduled rotational basis to provide travel management services.
- 4.2 The travel requisition process is currently based on three (3) quotations which are forwarded to the travel co-ordinator. The NNR has a manual approval process, and an e-mail is then sent through to the travel management company for confirmation of the travel booking.
- 4.3 The NNR objective in issuing this RFP is to enter into an agreement with successful bidder(s) who will achieve the following:
- a) Provide travel management administration services that are consistent and reliable and will maintain a high level of traveller satisfaction in line with the service levels.
  - b) Achieve significant cost savings without any degradation in the services.
  - c) Adequately mitigate risks to the NNR and the traveller.

#### **4.4 Travel Volumes**

- 4.4.1 The current NNR **total** volumes per annum includes air travel, accommodation, and other related services. The table below details the number of transactions for the FY **1 April 2023 to 31 March 2024**:

<b>Service Category</b>	<b>Number of Transactions per annum</b>	<b>Expenditure per annum</b>
Air travel – Domestic	357	R1 264 169.44
Air Travel - Regional & International	20	R 816 350.27
Transfers (Domestic Regional & International)	203	R 414 477.66
Accommodation - Domestic	531	R2 342 597.70
Accommodation - Regional & International	21	R 622 893.29
Group Booking	1	R49 500,00
Car Hire	21	R46 395,00
Corporate Management Fee	225	R16 306.00
Insurance	20	R 9 310.00
<b>GRAND TOTAL</b>		<b>R5 581 999,36</b>

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**Note:** These figures above can be used as projections based on the current trends, and they may change during the tenure of the contract. The figures are meant for illustration purposes to assist the bidders to prepare their proposal.

## **4.5 REQUIREMENTS**

### **4.5.1 General**

4.5.1.1 The successful bidder/s will be required to provide a full scope of travel management services. Deliverables under this section include without limitation, the following:

- a. The travel services will be provided to all Travellers travelling on behalf of the NNR locally and internationally.
- b. Provide travel management services during normal office hours (Monday to Friday 8h00 – 17h00) and provide after hours and emergency services as and when required.
- c. Familiarisation with current travel suppliers and negotiated agreements that are in place with third parties (if any). Assist with further negotiations for better deals with travel service providers.
- d. Obtain the best possible travel arrangements with the most competitive option when making travel bookings. In doing so, the TMC must be mindful of cost and value for money and provide competitive rates and best prices; and
- e. constantly provide feedback on bookings including any pertinent information regarding the official business trip to the traveller, and resolutions of any concerns raised by travellers on the services rendered by the TMC.
- f. It is advised that a transparent relationship between the institution and the TMC be maintained, and any commissions earned through an institution's volumes be reimbursed to that institution. Where it is found or suspected that commissions are earned by the TMC for a specific institution's travel bookings, the institution may demand that all these commissions be declared and reimbursed to the institution or set-off against the TMC fees to the credit of the institution.
- g. Penalties and additional costs incurred as a result of the inefficiency or fault of a travel consultant will be for the **TMC's** account, subject to the outcome of a formal dispute process.
- h. Provide an online facility for the NNR to update traveller profiles.

- i. Manage the third-party service providers by addressing service failures and complaints against these service providers.
- j. Consolidate all invoices from travel suppliers.
- k. Provide a detailed plan for implementing the service without service interruptions.

## **SPECIFIC REQUIREMENTS**

### **4.5.2 Reservations**

The Travel Management Company will:

- a. Receive travel requests from an authorised travel coordinator, respond with quotations and availability within three (3) hours for local travel and twenty-four (24) hours for international travel. Upon the receipt of the relevant approval, the travel agent will issue the required e-tickets and vouchers immediately and send it to the travel coordinator and traveller via the agreed communication medium.
- b. Always endeavour to make the most cost-effective travel arrangements based on the request from the travel coordinator.
- c. Apprise themselves of all travel requirements for destinations to which travellers will be travelling and advise the traveller of alternative plans that are more cost effective and more convenient, where necessary.
- d. Obtain a minimum of **three (3) price comparisons** for all travel requests where the routing or destination permits.
- e. Book the negotiated discounted fares and rates, where possible.
- f. Keep abreast of carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in flight schedules prior to or during the traveller's official trip.
- g. Prior notification should be given to travel coordinators if there are necessary modifications to bookings before e-tickets and billing are modified and reissued to reflect these changes.
- h. Respond and process all queries, requests, changes, and cancellations timeously and accurately.
- i. Must be able to facilitate group bookings for flights and accommodation.

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- j. Must issue all necessary travel documents, itineraries, and vouchers timeously to traveller(s) at least 48 hours prior to departure dates and time.
- k. Advise the traveller well in advance of all visa and inoculation requirements.
- l. Arrange for the issuing of travel insurance for international trips where required and must issue all necessary travel documents, itineraries, and vouchers timeously to traveller(s) at least 48 hours prior to departure dates and time.
- m. Note that, unless otherwise stated, all cases include domestic, regional, and international travel bookings.
- n. Visa applications will not be the **responsibility of the TMC**; however, the relevant information must be supplied to the traveller(s) where visas will be required.
- o. Negotiated airline fares, accommodation establishment rates, etc that are negotiated directly or established by National Treasury are **non-commissionable**, where commissions are earned for the NNR bookings all these commissions and incentives should be returned to the NNR on a quarterly basis.
- p. Ensure confidentiality in respect of the traveller's personal information and all travel arrangements.
- q. Timeous submission of proof that services have been satisfactorily delivered (invoices) as per the NNR's instructions.

#### **4.5.3 Air Travel**

- a. The TMC must be able to book full-service carriers as well as low-cost carriers.
- b. The TMC must book the most cost-effective airfares possible for domestic travel.
- c. For international flights, the airline which provides the most cost effective and practical routings may be used.
- d. The TMC should obtain three or more price comparisons where applicable to present the most cost effective and practical routing to the traveller.
- e. The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the traveller (if applicable).
- f. Airline tickets must be delivered electronically (SMS and/or email format) to the traveller(s) and travel coordinator promptly after booking and well in advance of the departure times.



- g. The TMC will also assist with the booking of charters for VIPs utilising the existing transversal term contract where applicable as well as the sourcing of alternative service providers for other charter requirements.
- h. The TMC will be responsible for the tracking and management of unused e-tickets as per agreement with the institution and provide a report on refund management once a quarter.
- i. The TMC must during their reporting period provide proof that bookings were made against the discounted rates on the published fares where applicable.
- j. Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)
- k. Assist with lounge access, if and when required.
- l. TMC should keep record of unused air tickets and refer to such record prior to booking a new ticket. If the air ticket is not used within six months, the TMC should request the organisation to cancel the air ticket prior to the expiry date.
- m. Where non-refundable air tickets are cancelled, the TMC must disclose the amount of taxes recoverable and the TMC must recover the taxes and credit the institution accordingly. Airline rules apply.

#### **4.5.4 Accommodation**

- a. The TMC will obtain three (3) price comparisons within the maximum allowable rate matrix as per the cost containment instruction issued by National Treasury (or as amended from time to time) and which is located as close as possible to the venue or office or location or destination of the traveller.
- b. This includes planning, booking, confirming, and amending of accommodation with any establishment (hotel group, private hotel, guest house or bed & breakfast) in accordance with the NNR 's process for Management of Travel PRO-HRM-015.
- c. The NNR travellers may only stay at accommodation establishments where corporate rates have been negotiated. Should there be no rate agreement in place with the establishment, or should the contracted establishment be unable to accommodate the traveller, the TMC will source suitable accommodation bearing in mind the requirement of convenience for the traveller and conformation with acceptable costs, or as

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stipulated in written directives issued by National treasury from time to time. TMCs is advised to choose the lowest rate available at suitable accommodation establishments within reasonable distance from place of duty when choosing domestic and international accommodation.

- d. Accommodation vouchers must be issued to all travellers for accommodation bookings and must be invoiced to the NNR as per the agreement. Such invoices must be supported by a copy of the original hotel accommodation charges.
- e. The TMC must during their reporting period provide proof, where applicable, that accommodation rates were booked within the maximum allowable rates as per the cost containment issued by of National Treasury.
- f. Cancellation of accommodation bookings must be done promptly to avoid no shows and cancellation fees.

#### **4.5.5 Shuttle Services**

- a. The TMC will book transfers in line with the NNR process for Management of Travel PRO-HRM-015 with the appointed and/or alternative service providers. Transfers can also include bus and coach services.
- b. For international travel, the TMC may offer alternative ground transportation to the Traveller that may include rail, buses, and transfers.
- c. All shuttle companies utilised by the TMC must comply with the required standards in terms of passenger liability insurance, roadworthy vehicles, etc. The TMC should also assist in negotiating better rates with relevant shuttle companies.
- d. The TMC must during their reporting period provide proof that negotiated rates were booked, where applicable.
- e. TMC must ensure that they request a copy of the PDP of the designated driver and such copy is submitted when booking a minibus or bus to transport travellers for official business.

#### **4.5.6 Car rental**

- a. The TMC will book the approved category/group vehicle in accordance with the Travel policy/ travel process with the appointed and/or alternative car rental service providers from the closest rental location.

- b. All car rental companies utilised by the TMC must comply with the required standards in terms of passenger liability insurance, roadworthy vehicles, etc. The TMC should also assist in negotiating better rates with relevant car rental companies.
- c. The TMC must during their reporting period provide proof that negotiated rates were booked, where applicable.
- d. TMC consultant must book a rental vehicle for the period that it is actually required for official business.

#### **4.5.7 After Hours and Emergency Services**

- a. The TMC must provide a consultant or team of consultants to assist travellers with after hours, emergency reservations and changes to travel plans.
- b. After hours' services must be provided from Monday to Friday outside the official hours being 17h00 to 08h00 and twenty-four (24) hours on weekends and Public Holidays.
- c. A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.
- d. The TMC must have a Standard Operating Procedure (SOP) for managing after hours and emergency services. This must include notification to the NNR of the changes made and any costs associated therewith such as generation of the request within twenty-four (24) hours.

#### **4.5.8 Communication**

- a. The TMC may be requested to conduct workshops and training sessions for travel coordinators of the NNR as and when required.
- b. The TMC must have quarterly meetings with the travel coordinators, finance department and project manager.
- c. All enquiries and complaints must be investigated by the TMC, and prompt feedback be provided in accordance with the Service Level Agreement.
- d. The TMC must ensure sound communication with all stakeholders.
- e. The TMC must provide monthly reports on usage, services provided, savings realised etc.

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- f. The TMC must send all the travel risk alerts on a regular basis to the travel coordinators.

#### **4.5.8 Financial Management**

- a. The TMC must implement the rates negotiated by National Treasury for the discounted air fares, or the maximum allowable rates established by the National Treasury where applicable.
- b. The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to the NNR for payment within the agreed time period.
- c. Enable savings on total annual travel expenditure and this must be reported, and proof provided during monthly and quarterly reviews.
- d. 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 NNR for the services rendered.
- e. Where pre-payments are required for smaller bed & breakfast /guest house facilities, these will be processed by the TMC. These are occasionally required at short notice and even for same day bookings.
- f. Consolidate Travel Supplier bill-back invoices.
- g. In certain instances where the NNR has a travel lodge card system in place, the payment of air, accommodation and ground transportation is consolidated through a corporate card vendor.
- h. The TMC is responsible for the consolidation of invoices and supporting documentation (bill-back report or the credit card statement) to be provided to the NNR's Finance department on the agreed time period (e.g. weekly).
- i. The TMC must ensure Travel Supplier accounts are settled timeously.

#### **4.5.9 Technology, Management Information and Reporting**

- a. The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.
- b. The implementation of an Online Booking Tool (OBT) to facilitate domestic bookings should be considered to optimise the services and related fees.

- c. All management information and data input must be accurate.
- d. The TMC will be required to provide the NNR with a minimum of one (1) standard monthly report that is in line with the National Treasury's Cost Containment Instructions reporting template requirements at no cost.
- e. Reports must be accurate and be provided as per the NNR's specific requirements at the agreed time. Information must be available on a transactional level that reflect detail including the name of the traveller, date of travel and spend category (example air travel, shuttle, accommodation).
- f. The NNR may request the TMC to provide additional management reports.
- g. Reports must be available in an electronic format, e.g. Microsoft Excel.

Service Level Agreements reports must be provided on the agreed date. It will include but will not be limited to the following:

a) **Travel**

- i) After hours' Report;
- ii) Compliments and complaints;
- iii) Consultant Productivity Report;
- iv) Long term accommodation;
- v) Extension of business travel to include leisure;
- vi) Upgrade of class of travel (air, accommodation, and ground transportation); and
- vii) Bookings outside Travel Policy.

b) **Finance**

- i) Reconciliation of commissions/rebates or any volume driven incentives.
- ii) Creditor's ageing report.
- iii) Creditor's summary payments.
- iv) Daily invoices.
- v) Reconciled reports for Travel Lodge card statement.
- vi) No show reports.
- vii) Cancellation report.
- viii) Receipt delivery report.
- ix) Monthly Bank Settlement Plan (BSP) Report.

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- x) Refund Log.
- xi) Open voucher report, and
- xii) Open Age Invoice Analysis.

The TMC will implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorised parties.

#### **4.5.10 Account Management**

- a. An Account Management structure should be put in place to respond to the needs and requirements of the NNR and act as a liaison for handling all matters with regards to delivery of services in terms of the agreement.
- b. The TMC must designate a dedicated Account or Business Manager that is ultimately responsible for the management of the NNR's account.
- c. The necessary processes should be implemented to ensure good quality management and ensuring traveller satisfaction at all times.
- d. A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.
- e. The TMC will be required to comply with the NNR's process for Management of Travel PRO-HRM-015.
- f. The Service Level Agreement (SLA) must be managed, and customer satisfaction surveys conducted to measure the performance of the TMC.
- g. During reviews, comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

#### **4.5.11 Value Added Services**

The TMC must provide the following value-added services:

##### **4.5.11.1 information for regional and international destinations:**

- i. Health warnings.
- ii. Weather forecasts.
- iii. Places of interest.
- iv. Visa information.
- v. Travel alerts.

- vi. Location of hotels and restaurants.
- vii. Information including the cost of public transport.
- viii. Rules and procedures of the airports.
- ix. Business etiquette specific to the country.
- x. Airline baggage policy.
- xi. Supplier updates.

4.5.12 Electronic voucher retrieval via web and smart phones.

4.5.13 SMS notifications for travel confirmations.

4.5.14 Travel audits.

4.5.15 Global Travel Risk Management; and

4.5.16 Check-in support.

#### **4.6.1 Cost Management**

- a. It is the obligation of the TMC Consultant to advise on the most cost-effective option at all times, and costs should be within the framework of the National Treasury's cost containment Instructions.
- b. The TMC plays a pivotal role to provide high quality travel related services that are designed to strike a balance between effective cost management, flexibility, and traveller satisfaction.
- c. The TMC should have in-depth knowledge of the relevant supplier(s)' products, to be able to provide the best option and alternatives that are in accordance with the NNR's Travel Management Process

#### **4.6.2 Quarterly and Annual Travel Reviews**

- a. Quarterly reviews are required to be presented by the TMC on all NNR travel activities. These reviews should be comprehensive and presented to relevant official i.e project manager, Supply Chain Management and Finance departments as part of the performance management reviews based on the service levels.

#### **4.6.3 Office Management**

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- a. The TMC to ensure high quality service to be delivered at all times to the NNR's travellers. The TMC is required to provide highly skilled and qualified human resources.

## **5. PRICING MODEL**

The NNR requires bidders to propose two (2) pricing models being.

- (i) the transactional fee model, and
- (ii) the management fee model. The NNR will at their discretion select the best possible cost-effective solution.

### **5.1 PRICING MODEL**

**Refer Annexure 1:** Pricing Schedule: Transaction Fees: Traditional off-site booking.

N.B: All prices should be inclusive of VAT. No variation, to the accepted quote, will be allowed.

#### **5.1.2 Volume driven incentives**

It is important for bidders to note the following when determining the pricing:

- a. National Treasury has negotiated non-commissionable fares and rates with various airline carriers and other service providers.
- b. No override commissions earned through the NNR reservations will be paid to the TMCs.
- c. An open book policy will apply, and any commissions earned through the NNR volumes will be reimbursed to the NNR.
- d. TMCs are to book these negotiated rates or the best fare available, whichever is the most cost effective for the NNR.

## **SECTION 5: EVALUATION AND SELECTION PROCESS**

### **1. EVALUATION PROCESS**

1.1 The Bid will be evaluated in four phases as follows:

#### **1.1.1 Phase 1: Administrative Compliance**

Administrative criteria will be applied in the initial stage of the evaluation. Bidders who do not meet all the administrative compliance criteria may not be considered for Phase 2 of the evaluation.

#### **1.1.2 Phase 2: Mandatory Criteria**

Only bidders who comply with the mandatory criteria requirements will be eligible for further evaluation. An offer that fails to meet the mandatory criteria requirements shall be disqualified.

#### **1.1.3 Phase 3: Functional Evaluation Criteria**

The evaluation criteria aim to assess the bidder's capability, reliability, and ability to execute and maintain a bid and / or contract. Bids will be evaluated according to the bid evaluation criteria stipulated in the terms of reference. Bids that fail to meet the minimum qualifying score will be disqualified.

#### **1.1.4 Phase 4 – Specific Goals and Price**

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the specific goals prescribed and must be supported by proof/ documentation stated in the conditions of this tender.

The Bidders which have passed the initial and first stages of the bidding process will be scored on the basis of price and specific goals allocation in accordance with the applicable legislation.

The successful Bidder will typically be the Bidder that scores the highest number of points on Phase 4 of the Bid evaluation, unless the NNR exercises its right to cancel the tender or there is an objective criterion to justify awarding a contract to another bidder that did not obtain the highest score.

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**1. PHASE 1: Administrative Compliance**

1.1 The following administrative compliance will be applied in the initial stage of the evaluation. **Bidders who do not meet the administrative compliance may not be considered for the next stage of evaluation.**

1.2 Bidders are required to complete the table below by indicating whether they comply with the requirement by marking the appropriate column with an 'X' on the table below. Bidders are required to corroborate each requirement, where applicable.

Requirements	Non-Compliant	Compliant	Comment or reference to section in the bid Document
1. Correctly completed tender document, signed where prescribed			
2. Board resolution/proxy letter for delegation of authority must be submitted as evidence that the person who signed the proposal has the authority to do so.			
3. Tenders must be tax compliant with the SARS. Submit unique personal identification number (PIN) issued by SARS to enable the NNR to view the taxpayer's profile and tax status.			
4. Central Supplier Database (CSD) submit proof of registration.			
5. Bidder has submitted all returnable documentation to the NNR (Annexures and SBD forms) (SBD1; SBD 4,SBD 6.1,)			
6. Certificate of Authority for Joint Ventures/Joint Venture agreement			
7. Company profile			
8. Company Organogram (relevant to the project).			
9. General Conditions of Contract – signed			

**2. PHASE 2: Mandatory Criteria**

The bidder is required to complete the table below by indicating “yes” or “no” to confirm whether this requirement is met and provide explanations/ comments/documentation to support your answers. Bidders who do not comply with any or all the mandatory requirements will not be considered and will be disqualified.

NB: Bids that score/tick NO for any items in the compulsory criteria section will be disqualified and will not advance to the next phase of evaluation.

MANDATORY CRITERIA REQUIREMENTS	YES/NO	PROVIDE DOCUMENTATION
<p><b>a. Valid and Current IATA License / Certificate-</b> Bidders are required to submit their International Air Transport Association (IATA) licence/ certificate on submission of the proposal</p> <p><b>1.</b> Where a bidding company is using a third-party IATA licence, proof of the agreement must be attached and copy of the certificate to that effect on submission of the proposal</p>		
<p><b>2. ASATA member-</b> Bidders are required to submit valid proof of Association of South African Travel agents’ membership on submission of the proposal.</p>		

**3. PHASE 3: Functional Evaluation Criteria**

- a. Bids will be evaluated according to the bid evaluation criteria stipulated in the terms of reference.
- b. Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The committee responsible for scoring the respective bids will evaluate and score all bids based on the submissions and the information provided.
- c. Bidders will not rate themselves, but need to ensure that all information is supplied as required.
- d. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- e. The committee will individually evaluate the responses received against the following criteria as set out below: each individual criterion on the score sheet using the following scale of **0-5** in accordance with the criteria below. The rating will be as follows; 0= very poor, 1=poor; 2= Average; 3= Good; 4= Very Good and 5= Excellent.

*Total points scored by bidder for functionality= Weighted value score  
Percentage allocated for functionality (100)*

$$\frac{\text{_____} \times}{\text{Maximum Potential Score (500)}}$$

- f. Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- g. Only bidders that have met or exceeded the minimum threshold of **65** out of 100 for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.
- h. Any proposal not meeting a minimum score of 65 for functionality proposal will be disqualified, and will not be evaluated further on Price and Specific Goals

**3.1 The Bidders will be evaluated according to the functional evaluation criteria in the scorecard below.**

FUNCTIONAL EVALUATION CRITERIA			REFERENCE PAGE IN BIDDERS' PROPOSAL	COMMENTS (IF ANY)
			<i>TO BE COMPLETED BY THE BIDDER</i>	
1	GENERAL	WEIGHT		
1.1	The bidder must provide a detailed plan for implementing the service without service interruptions.	5		
1.2	The bidder must provide signed reference letters from at least three (3) contactable existing/recent clients (within the past 3 years) which are at least of a similar size to NNR whom may be contacted for references. The letter must include company name, contact person, address, phone number, and duration of contract, value of the travel expenditure, a brief description of the services that you provided and the level of client satisfaction.	5		
2.1	<b>Manage all reservations/ bookings.</b> Describe how all travel reservations/ bookings are handled e.g. hotel (accommodation), flights, car hire, etc. This will include, without limitation, an example of a detailed complex itinerary confirmation that includes air, hotel, car hire, passport requirement, confirmation numbers.	5		
2.2	<b>Manage group bookings.</b> Describe your capabilities for handling group bookings, flights, accommodation, and car hire including all outsourced activities.	5		

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<b>FUNCTIONAL EVALUATION CRITERIA</b>			<b>REFERENCE PAGE IN BIDDERS' PROPOSAL</b>	<b>COMMENTS (IF ANY)</b>
			<b>TO BE COMPLETED BY THE BIDDER</b>	
2.3	<b>Directly negotiated rates.</b> Negotiated airline fares, accommodation establishment rates, car rental rates, etc, that are negotiated directly or established by National Treasury are <b>non-commissionable</b> , where commissions or incentives are earned for the NNR bookings, all these commissions should be returned to the NNR on a quarterly basis.	5		
	Describe how these specific rates will be secured and any automated tools that will be used to assist with maintenance and processing of the said negotiated rates.	5		
2.4	<b>Manage airline reservations.</b> Describe in detail the process of booking the most cost-effective and practical routing for the traveller. This will include, without limitation, the refund process and how you manage the unused non-refundable airline tickets, your ability to secure special airline services for traveller(s) including preferred seating, waitlist clearance, special meals, and travellers with disabilities, etc.	5		
2.5	<b>After-hours and emergency services</b> The bidder must have the capacity to provide reliable and consistent after hours and emergency support to traveller(s). The bidder must provide details/ Standard Operating Procedure of your after-hour support, i.e. - how it is accessed by Travellers, - where it is located, centralized/ regionalised, in-country (owned)/ outsourced etc.	5		

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<b>FUNCTIONAL EVALUATION CRITERIA</b>		<b>REFERENCE PAGE IN BIDDERS' PROPOSAL</b>	<b>IN</b>	<b>COMMENTS (IF ANY)</b>
	- is it available 24/7/365			
<b>3</b>	<b>COMMUNICATION</b>	<b>WEIGHT</b>		
3.1	Describe how you will ensure that travel coordinators are informed of your travel booking and communication processes where the traveller, travel coordinator and travel management company will be linked in one smooth continuous workflow.	<b>5</b>		
<b>4</b>	<b>FINANCIAL MANAGEMENT</b>	<b>WEIGHT</b>		
4.1	<ul style="list-style-type: none"> <li>• Describe how you will implement the negotiated rates and maximum allowable rates established by the National Treasury.</li> <li>• Describe how you will manage the 30-day bill-back account facility and how you will manage the 30-day credit card reconciliation process, timing and deliverables or bill back account facility without delaying payments thereof.</li> <li>• Describe how invoicing will be handled, including the process of rectifying discrepancies between invoices, supporting documentation and reconciliation of transactions and the timely provision of invoices to the NNR.</li> <li>• Describe how you will ensure that the invoices from the hotel and other third-party service providers are received in a timely manner.</li> </ul>	<b>5</b>		
<b>5</b>	<b>TECHNOLOGY, MANAGEMENT INFORMATION AND REPORTING</b>	<b>WEIGHT</b>		
5.1	• Provide a description of any technology for online booking system/booking tool (OBT) or self-	<b>5</b>		

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**NNRSCM-09-2024: Appointment of a panel of travel management companies to provide travel management, accommodation, and related services to the NNR for a period of three (3) years**

<b>FUNCTIONAL EVALUATION CRITERIA</b>			<b>REFERENCE PAGE IN BIDDERS' PROPOSAL</b>	<b>COMMENTS (IF ANY)</b>
			<b>TO BE COMPLETED BY THE BIDDER</b>	
	booking tool (SBT) and reporting products proposed for the NNR. <ul style="list-style-type: none"> <li>Describe how travel consultants' access and book web airfares i.e. (low-cost carriers/ consolidators), and hotel web rates.</li> </ul>			
<b>5.2</b>	Describe how you will manage personal data and management information such as traveller profiles.	<b>5</b>		
<b>5.3</b>	Describe how you will track savings, missed savings, unused airline tickets, cancellations, traveller behaviour and transaction level data, etc.	<b>5</b>		
<b>6</b>	<b>ACCOUNT MANAGEMENT</b>	<b>WEIGHT</b>		
<b>6.1</b>	<ul style="list-style-type: none"> <li>Describe what quality control procedures/ processes you have in place to ensure that your clients receive consistent quality service.</li> <li>Describe how you handle: <ul style="list-style-type: none"> <li>queries,</li> <li>changes</li> <li>cancellations</li> <li>complaints</li> <li>What is your mitigation and issue resolution process?</li> </ul> </li> </ul>	<b>5</b>		
<b>6.2</b>	<ul style="list-style-type: none"> <li>How will you manage the service levels in the SLA and how will you go about doing customer satisfaction surveys?</li> </ul>	<b>5</b>		
<b>6.3</b>	<ul style="list-style-type: none"> <li>Indicate what workshops/training will be provided to Travellers and /or Travel coordinators</li> </ul>	<b>5</b>		
<b>7</b>	<b>VALUE ADDED SERVICES</b>	<b>WEIGHT</b>		
<b>7.1</b>	provide any other value adding services that will benefit the NNR.	<b>5</b>		
<b>8</b>	<b>COST MANAGEMENT</b>	<b>WEIGHT</b>		

<b>FUNCTIONAL EVALUATION CRITERIA</b>			<b>REFERENCE PAGE IN BIDDERS' PROPOSAL</b>	<b>COMMENTS (IF ANY)</b>
			<b>TO BE COMPLETED BY THE BIDDER</b>	
<b>8.1</b>	<ul style="list-style-type: none"> <li>Describe in detail your strategic cost savings plan for the contract duration. What items do you target for maximum cost saving results?</li> <li>Describe how you will assist the NNR to realise cost savings on annual travel spend.</li> </ul>	<b>5</b>		
<b>9</b>	<b>QUARTERLY AND ANNUAL TRAVEL REVIEWS</b>	<b>WEIGHT</b>		
<b>9.1</b>	Provide a sample of a Quarterly and Annual review used for performance management during the life cycle of the contract. <ul style="list-style-type: none"> <li>Samples of reports required by national treasury.</li> <li>Samples of each report.</li> </ul>	<b>5</b>		
<b>10</b>	<b>OFFICE MANAGEMENT</b>	<b>WEIGHT</b>		
<b>10.1</b>	<ul style="list-style-type: none"> <li>Provide an overview of your back-office processes detailing the degree of automation for air tickets workflow, ground arrangements and bill back workflow.</li> <li>Describe roles and responsibilities of assigned staff. Please provide the management hierarchy.</li> </ul>	<b>5</b>		
<b>FUNCTION EVALUATION TOTAL</b>		<b>100</b>		



**4. PHASE 4: Price and Specific Goals**

4.1 In terms of Regulation of the preferential Procurement Regulations pertaining to the Preferential Procurement Framework Act,2000 (Act 5 of 2000) responsive bids will be evaluated on the **80/20**-point system in terms of which points are awarded to bidders based on:

- Price points **80**
- Specific goals **20**

**4.2 Price points**

The following formula will be used to calculate the points for price:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

**4.3 Specific goals**

A maximum of 20 points may be awarded in respect of specific goals, which points must be awarded to a bidder for attaining the specific goals in accordance with the table below:

<b>Specific goals allocated points in terms this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
50% or more: Owned by black people	10	
30% or more: Owned by black women	5	
20% or more: Owned by white women	3	
10% or more Owned by people with disabilities	2	

1.5.2 The following documentary proof must be submitted to claim for specific goals:

- a. Black ownership: Certified identity document, BBBEE certificate or sworn affidavit.
- b. Black women ownership: Certified identity document, BBBEE certificate or sworn affidavit.
- c. Disability ownership: Certified identity document, BBBEE certificate or sworn affidavit.
- d. White women ownership: Certified identity document, BBBEE certificate or sworn affidavit.

**SECTION 6: PRICE PROPOSAL**

**PRICING SCHEDULE (Professional Services- FIRM PRICES)**

NAME OF BIDDER:

CLOSING TIME :11H00

CLOSING DATE: **04 SEPTEMBER 2024**

**CONDITIONS AND REQUIREMENTS APPLICABLE TO THE PRICING PROPOSAL**

1. Bidders must provide their prices on the attached Transactional Fee schedule (Annexure 1 of the pricing proposal) failure to complete the attached the template for Transactional Fee Schedule will make it impossible to evaluate the bid on price and will lead to disqualification.
2. Different price options with different or amended scope of work will not be considered only one price proposal must be submitted as per the bid requirements)
1. It is mandatory to indicate your total price on the price declaration form below. This price must be the same as submitted on the bidders pricing schedule (Annexure 1). Should the total price differ (i.e. have discrepancies), the prices indicated on the Annexure 1 shall be considered and used for evaluation. Omission and /or errors will not be considered.
2. Fees must be quoted in South African Rands and must be vat inclusive (Value Added Tax at 15%), inclusive of any escalation or any potential future alteration required. Prices are to remain fixed and valid for the period of the project.
3. **Bidders must ensure that all rates/amounts include all costs, disbursements, and escalations deemed necessary. No additional costs will be allowed.**
4. **Only fixed prices will be accepted.** Non-fixed (including prices subject to rates of exchange variations) will not be considered. Failure to provide fixed prices may result in disqualification.
5. The bidder is responsible for any costs associated with the preparation of this bid.

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**PRICE DECLARATION FORM**

1. Having read through and examined the Request for Bid (RFB Document, General Conditions, the requirement, and all other Annexures to the RFB Document, we offer to provide services to NNR at the total bid amount of:

**R..... (Including VAT)**

**In words (.....)**

2. We confirm that this price covers all costs associated with the scope of work as required for the project. We confirm that NNR will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.
3. We undertake to hold this offer open for acceptance for a period of 90 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 services when required to do so by the NNR.
4. We understand that you 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.
5. 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.

.....  
Signature

.....  
Date

**ANNEXURE 1**

**BIDDER'S DISCLOSURE**

**SBD 4**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bidder

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.

**ANNEXURE 2**

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:  
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.3 The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

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## **2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## **3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

### **3.1. POINTS AWARDED FOR PRICE**

#### **3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

#### **80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

## **4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies,

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an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
50% or more: Owned by black people	10	
30% or more: Owned by black women	5	
20% or more: Owned by white women	3	
10% or more Owned by people with disabilities	2	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited

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**NNRSCM-09-2024: Appointment of a panel of travel management companies to provide travel management, accommodation, and related services to the NNR for a period of three (3) years**

- Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... .....

**ANNEXURE 3 THE GENERAL CONDITIONS OF THE CONTRACT WILL FORM PART OF ALL BID DOCUMENTS AND MAY NOT BE AMENDED**

THE NATIONAL TREASURY Republic of South Africa



- 1. Definitions**
- 1 The following terms shall be interpreted as indicated:
- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown, or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not

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foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods
- 1.22 "Republic" means the Republic of South Africa
- 1.23 "SCC" means the Special Conditions of Contract
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

**2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

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- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards** 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection** 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights** 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security** 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms.  
(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or  
(b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
- 8. Inspections, tests, and analyses** 8.1 All pre-bidding testing will be for the account of the bidder.

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- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests, and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

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- 10.2 Documents to be submitted by the supplier are specified in SCC
- 11. Insurance** 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC
- 12. Transportation** 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services** 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts** 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
- 15. Warranty** 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

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- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

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- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties** 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. Termination for default** 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part.
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons

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why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**      24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

**25. Force Majeure**      25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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|                                       | 25.2 | If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event. |
| <b>26. Termination for insolvency</b> | 26.1 | The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.                                |
| <b>27. Settlement of Disputes</b>     | 27.1 | If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.  |
|                                       | 27.2 | If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.  |
|                                       | 27.3 | Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.  |
|                                       | 27.4 | Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.   |
|                                       | 27.5 | Notwithstanding any reference to mediation and/or court proceedings herein   |
|                                       |      | (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and   |
|                                       |      | (b) the purchaser shall pay the supplier any monies due the supplier.  |
| <b>28. Limitation of liability</b>    | 28.1 | Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;   |
|                                       |      | (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and  |
|                                       |      | (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.  |
| <b>29. Governing language</b>         | 29.1 | The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.   |
| <b>30. Applicable law</b>             | 30.1 | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.  |
| <b>31. Notices</b>                    | 31.1 | Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his   |

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- bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme**
- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices**
- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

.....  
Signature

.....  
Date

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