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**APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT  
COMPANIES FOR THE PROVISION OF TRAVEL AND  
ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL  
WATER FOR A PERIOD OF THREE (3) YEARS**

**TENDER NUMBER: VCW439/TAMSVCW3/26**

**12 August 2026**

**TENDER SUBMITTED BY:**

Registered Name of Company: .....

Address: .....

Telephone Number: .....

Fax Number: .....

E-mail: .....

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**Issued by:**

VAAL CENTRAL WATER BOARD  
PO Box 30121  
PELLISSIER  
9322

**ISSUE DATE: 12 AUGUST 2026**

**BRIEFING SESSION: NONE**

**CLOSING DATE: 03 SEPTEMBER 2026**

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
 MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
 AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
 CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



|                                                                                                                                                             |                    |  |    |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--|----|--|
| <b>TENDERER</b>                                                                                                                                             |                    |  |    |  |
|                                                                                                                                                             | (Name of Tenderer) |  |    |  |
| <b>TELEPHONE</b>                                                                                                                                            | <b>FAX</b>         |  |    |  |
| <b>TOTAL PRICE (Incl. VAT)</b><br><br><u><b>Note: The Total Price stated in this page shall correspond with the Form of Offer and Acceptance amount</b></u> |                    |  |    |  |
|                                                                                                                                                             | (in words)         |  |    |  |
|                                                                                                                                                             | (in words)         |  |    |  |
|                                                                                                                                                             | (in figures)       |  |    |  |
| <b>COMPLETION PERIOD</b>                                                                                                                                    |                    |  |    |  |
|                                                                                                                                                             | (weeks)            |  |    |  |
| <b>PREFERENCES CLAIMED FOR:</b>                                                                                                                             |                    |  |    |  |
| LOCAL ENTERPRISE:                                                                                                                                           | YES                |  | NO |  |

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



## Definitions

Accommodation means the rental of lodging facilities while away from one's place of abode, but on authorised official duty.

After-hours service refers to an enquiry or travel request that is actioned after normal working hours, i.e. from 17h00 to 8h00 on Mondays to Fridays and twenty-four (24) hours on weekends and public holidays

Air travel means travel by airline on authorised official business.

Authorising Official means the employee who has been delegated to authorise travel in respect of travel requests and expenses, e.g. line manager of the traveller.

Car Rental means the rental of a vehicle for a short period of time by a traveller for official purposes.

Domestic travel means travel within the borders of the Republic of South Africa.

Emergency service means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.

International travel refers to travel outside the borders of the Republic of South Africa.

Management Fee is the fixed negotiated fee payable to the Travel Management Company (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).

Merchant Fees are fees charged by the lodge card company at the point of sale for bill back charges for ground arrangements.

Quality Management System 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.

Regional travel means travel across the border of South Africa to any of the SADC Countries, namely; Angola, Botswana, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe.

Service Level Agreement (SLA) is a contract between the TMC and VCW that defines the level of service expected from the TMC.

Shuttle Service means the service offered to transfer a Traveller from one point to another, for example from place of work to the airport.

Third party fees are fees payable to third party service providers that provides travel related services on an ad hoc basis that is not directly provided by the TMC. These fees include visa fees and courier fees.

Transaction Fee means the fixed negotiated fee charged for each specific service type e.g. international air ticket, charged per type per transaction per traveller.

Traveller refers to VCW official, consultant or contractor travelling on official business on behalf of Government.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
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AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



Travel Authorisation is the official form utilised by VCW reflecting the detail and order number of the trip that is approved by the relevant authorising official.

Travel Booker is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the Traveller, e.g. the personal assistant of the traveller.

Travel Management Company or TMC refers to the Company contracted to provide travel and accommodation management services (Travel Agents).

Travel Voucher means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.

Value Added Services are services that enhance or complement the general travel management services e.g. Rules and procedures of the airports.

VAT means Value Added Tax.

SBT means self-booking tool.

VIP or Executive Service means the specialised and personalised travel management services to selected employees of Entity by a dedicated consultant to ensure a seamless travel experience.

CONTRACT NO: VCV439/TAMSVCV3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
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AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



## **BEWARE OF SCM FRAUD AND PHISHING**

### **WHAT IS FRAUD AND PHISHING?**

- SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors, sub-contractors or suppliers external to the organisation, as well as officials within the institution.
- Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims

### **How does phishing work?**

- The phisher may begin by **determining who their targeted victims** will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create **methods like fake emails or phony web pages to send messages** that lure data from their victims.
- Phishers then send messages that **appear trustworthy** to the victims and begin the attack.
- Once the attack has been deployed, phishers will **monitor and collect the data** that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or **commit fraudulent acts**.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

### **IMPORTANT:**

- No official of the institution is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111 **AND**;
- National Ant-Corruption Hotline: 0800 701 701 (toll free number) **OR**
- Email to: [integrity@publicservicecorruptionhotline.org.za](mailto:integrity@publicservicecorruptionhotline.org.za)

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
 MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
 AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
 CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



| VAAL CENTRAL WATER                                                                                                                                                                                                    |                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical address:</b><br>2 Mzuzu Street<br>Pellissier<br>Bloemfontein<br>9322                                                                                                                                      | <b>Post box number:</b><br>P.O. Box 30121<br>Bloemfontein<br>9322                                                                                                                                                                                       |
| <b>DIRECTORATE: SUPPLY CHAIN MANAGEMENT</b><br><br><b>Contact Person:</b><br><br>Name: <b>Supply Chain Management</b><br>Telephone: 051 4030 800<br>Email: <a href="mailto:bids@vcwater.co.za">bids@vcwater.co.za</a> | <b>CORPORATE SUPPORT: BLOEMFONTEIN</b><br><br><b>Contact Person:</b><br><br>Name: <b>Ms. N. Libate</b><br><b>Liaison Officer: Corporate Support</b><br>Telephone: 051 4030 800<br>Email: <a href="mailto:nnanal@vcwater.co.za">nnanal@vcwater.co.za</a> |

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



## **The Scope of Work**

The scope of work includes comprehensive travel and accommodation management services, covering all aspects of official travel undertaken by Vaal Central Water, detailed below:

### **Air Travel**

1. Plan, arrange, and amend domestic and international travel bookings as per VCW's request.
2. Negotiate discounts on tariffs for air travel with all available airline companies.
3. Negotiate maximum corporate travel rates or credits, on accumulated expenditure for air travel with all available airline companies.

### **Vehicle Rental**

1. Book vehicles with car rental companies and amending any confirmed bookings if necessary as per VCW's request.
2. Negotiate discounts on tariffs or reduced tariffs with all available companies.
3. Negotiate maximum corporate credits/points on accumulated expenditure for vehicle rental with all available vehicle rental companies.

The service provider will also be responsible for advising travellers on optimal vehicle use, collection logistics, and compliance requirements, including fuel policies, toll systems, and insurance conditions.

### **Train and Bus Travel**

1. Book and amend train and bus travel arrangements as per VCW's request.
2. Negotiate discounts on tariffs or reduced tariffs with all companies available.

This includes sourcing cost-effective options, making reservations, and ensuring that travel arrangements are convenient and aligned with operational requirements.

### **Accommodation**

1. Plan, arrange, and amend accommodation with any hotel group, private hotel, or other available establishment, for example, guesthouses or lodges as per VCW's request.
2. Negotiate discounts on tariffs or reduced tariffs with all available hotel groups, private hotels, or other accommodation facilities.
3. Negotiate maximum corporate credits/points, on accumulated expenditure for accommodation with all available accommodation facilities as per the National Treasury Instruction No. 07 of 2022/2023

### **Conference facilities and arrangements, including venue management**

1. Plan, arrange, book, and amend conference requirements with any hotel group, private hotel, or other available establishment.
2. Negotiate discounts on tariffs or reduced tariffs with all available accommodation facilities.

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



3. Manage any venue-related logistics.

### **Shuttle Services**

1. Plan, arrange, book, and amend shuttle service requirements as per VCW's
  - a. request.
2. Negotiate discounts on tariffs or reduced tariffs with all available suppliers.

Service providers must ensure that reliable and cost-effective transport options are secured and that service providers meet minimum quality and safety standards.

### **24 Hour Service related to travel and accommodation**

1. The bidder must be prepared to make available the abovementioned services on a 24-hour basis. The travel agent must indicate their official operating times.

This includes the ability to respond to urgent travel requests, changes, and unforeseen circumstances.

### **VISA processing**

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.

### **Travel Coordination and Reservations Management**

Service providers will be responsible for receiving travel requests, providing quotations, processing bookings, and issuing travel documentation. This includes itineraries, tickets, and vouchers.

### **Deliverables**

Deliverables under this section include, without limitation, the following:

- 1) The travel services will be provided to all officials travelling on behalf of VCW, locally and internationally. This will include employees and contractors, consultants and clients, with the agreement that VCW is responsible for the arrangements and costs of travel.
- 2) Provide travel and accommodation management services during normal office hours (Monday to Friday 8h00 – 17h00) and provide after hours and emergency services (17h00 – 08h00).
- 3) Familiarisation with current VCW travel business processes.

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



- 4) Familiarisation with current National Treasury negotiated non- commissionable fares and rates with various airlines carriers and other service providers. Assist with further negotiations for better deals with travel service providers.
- 5) Familiarization with current VCW Travel Policy and implementations of controls to ensure compliance.
  - i. Penalties 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.
  - ii. Provide a facility for VCW to update their travellers' profiles.
  - iii. Manage the third-party service providers by addressing service failures and complaints against these service providers.
  - iv. Consolidate all invoices from travel suppliers.
  - v. Provide a detailed transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition.

### **Travel and Accommodation Management Companies roles and responsibilities**

#### **Reservations**

The Travel and Accommodation Management Companies will:

Receive travel requests from travel bookers, respond with quotations (confirmations) and availability. 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 Booker via the agreed communication medium.

Always endeavour to make the most cost-effective travel arrangements based on the request from the travel Booker.

Appraise themselves of all travel requirements for destinations to which travellers will be travelling and advise the Travel Booker of alternative plans that are more cost effective and more convenient where necessary.

Obtain a minimum of three (3) price quotations for all travel requests where the routing or destination permits.

Book the negotiated discounted fares and rates where possible.

Must 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

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



traveller's official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.

Book parking facilities at the airports where required for the duration of the travel.

Respond timely and process all queries, requests, changes and cancellations timeously and accurately.

Must be able to facilitate group bookings (e.g. for meetings, conferences, events, etc.)

Must issue all necessary travel documents, itineraries and vouchers timeously to traveller(s) prior to departure dates and times.

Advise the Traveller of all visa and inoculation requirements well in advance.

Assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.

Facilitate any reservations that are not bookable on the Global Distribution System (GDS).

Facilitate the bookings that are generated through their own or third party Online Booking Tool (OBT) where it can be implemented.

Note that, unless otherwise stated, all cases include domestic, regional, and international travel bookings.

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.

Negotiated airline fares, accommodation establishment rates, car rental rates, etc, that are negotiated directly or established by National Treasury or by VCW are non-commissionable, where commissions are earned for VCW bookings all these commissions should be returned to VCW on a quarterly basis.

Ensure confidentiality in respect of all travel arrangements and concerning all persons requested by VCW.

Timeous submission of proof that services have been satisfactorily delivered (invoices) as per VCW's instructions.

### **Air Travel**

The TMC must be able to book full-service carriers as well as low-cost carriers.

The TMC will book the most cost-effective airfares possible for domestic travel.

CONTRACT NO: VCW439/TAMSVCW3/26  
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MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



For international flights, the airline which provides the most cost-effective and practical routings may be used.

The TMC should obtain three or more price comparisons where applicable to present the most cost-effective and practical routing to the Traveller.

The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the Traveller (if applicable).

Airline tickets must be delivered electronically (SMS and/or email format) to the traveller(s) and travel bookers promptly after booking before the departure times.

The TMC will also assist with the booking of charters for VIPs utilizing the existing transversal term contract where applicable as well as the sourcing of alternative service providers for other charter requirements.

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.

The TMC must during their report period provide proof that bookings were made against the discounted rates on the published fairs where applicable.

Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)

Assist with lounge access if and when required.

## **Accommodation**

The TMC will obtain price comparisons within the maximum allowable rate matrix as per the cost containment instruction of the National Treasury.

The TMC will obtain three price comparisons from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveller.

This includes planning, booking, confirming, and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with VCW's travel policy.

VCW travellers may only stay at accommodation establishments with which VCW has negotiated corporate rates. Should there be no rate agreement in place in the destination, or should the contracted establishment be unable to accommodate the traveller, the TMC will source suitable accommodation

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



bearing in mind the requirement of convenience for the traveller and conformation with acceptable costs, or as stipulated in written directives issued from time to time by the National treasury or VCW.

Accommodation vouchers must be issued to all VCW travellers for accommodation bookings and must be invoiced to VCW as per arrangement. Such invoices must be supported by a copy of the original hotel accommodation charges.

The TMC must during their report period provide proof, where applicable, that accommodation rates were booked within the maximum allowable rates as per the cost containment instruction of the National Treasury.

Cancellation of accommodation bookings must be done promptly to guard against no show and late cancellation fees.

### **Car Rental and Shuttle Services**

The TMC will book the approved category vehicle in accordance with the VCW Travel Policy with the appointed car rental service provider from the closest rental location (airport, hotel, and venue).

The travel consultant should advise the traveller on the best time and location for collection and return considering the traveller's specific requirements.

The TMC must ensure that relevant information is shared with travellers regarding rental vehicles, like e-tolls, refuelling, keys, rental agreements, damages, and accidents, etc.

For international travel the TMC may offer alternative ground transportation to the traveller that may include rail, buses, and transfers.

The TMC will book transfers in line with the VCW travel policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.

The TMC should manage shuttle companies on behalf of the VCW and ensure compliance with minimum standards. The TMC should also assist in negotiating better rates with relevant shuttle companies.

The TMC must during their report period provide proof that negotiated rates were booked, where applicable.

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

The TMC must provide a consultant or team of consultants to assist Travellers with after hours and emergency reservations and changes to travel plans.

A dedicated consultant/s must be available to assist VIP/Executive travellers with after hour or emergency assistance.

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



After hours' services must be provided from Monday to Friday outside the official hours (17h00 to 8h00) and twenty-four (24) hours on weekends and Public Holidays.

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.

The Travel Management Company must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.

### **Communication**

The TMC must be requested to conduct workshops and training sessions for travel Bookers of VCW.

All enquiries must be acknowledged within an hour, investigated and prompt feedback provided within 24 hours in accordance with the Service Level Agreement.

The TMC must ensure sound communication with all stakeholders. Link the business traveller, travel coordinator, travel management company in one smooth continuous workflow.

### **Financial Management**

The TMC must implement the rates negotiated by VCW with travel service providers or the discounted air fares, or the maximum allowable rates established by the National Treasury where applicable.

The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices and statements to be presented to VCW for payment within the agreed time period.

Enable savings on total annual travel expenditure and this must be reported and proof provided during monthly and quarterly reviews.

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 VCW for the services rendered.

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.

Consolidate Travel Supplier bill-back invoices.

The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to VCW's Financial Department on the agreed time period (e.g. weekly). This includes attaching the Travel Authorisation or Purchase Order and other supporting documentation to the invoices reflected on the Service provider bill-back report or the credit card statement.

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



Ensure Travel Supplier accounts are settled timeously.

### **Technology, Management Information and reporting**

The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.

The implementation of an Online Booking Tool to facilitate domestic and international bookings must be considered to optimise the services and related fees.

All management information and data input must be accurate.

The TMC will be required to provide the VCW with a minimum of three (3) standard monthly reports that are in line with the National Treasury's Cost Containment Instructions reporting template requirements at no cost.

Reports must be accurate and be provided as per VCW'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, spend category (example air travel, shuttle, accommodation).

VCW may request the TMC to provide additional management reports.

Reports must be available in an electronic format for example Microsoft Excel.

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

#### **Travel**

- a) After hours' Report.
- b) Compliments and complaints.
- c) Consultant Productivity Report.
- d) Long term accommodation and car rental.
- e) Extension of business travel to include leisure.
- f) Upgrade of class of travel (air, accommodation and ground transportation);
- g) Bookings outside Travel Policy.

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.

### **6.18. Account Management**

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



An Account Management structure should be put in place to respond to the needs and requirements of the Government Department and act as a liaison for handling all matters with regard to delivery of services in terms of the contract.

The TMC must appoint a dedicated Account or Business Manager that is ultimately responsible for the management of the VCW's account.

The necessary processes should be implemented to ensure good quality management and ensuring Traveller satisfaction at all times.

A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.

Ensure that the VCW's Travel Policy is enforced.

The Service Level Agreement (SLA) must be managed, and customer satisfaction surveys conducted to measure the performance of the TMC.

Ensure that workshop/training is provided to Travellers and/or Travel Bookers

During reviews, comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

#### **6.19. Value Added Services to be provided at no cost.**

The TMC may provide the following value-added services:

- Destination information for regional and international destinations:
- Health warnings.
- Weather forecasts.
- Places of interest.
- Visa information.
- Travel alerts.
- Location of hotels and restaurants.
- Information including the cost of public transport.
- Rules and procedures of the airports.
- Business etiquette specific to the country.
- Airline baggage policy; and
- Supplier updates
- Electronic voucher retrieval via web and smart phones.
- SMS notifications for travel confirmations.
- Travel audits.
- Global Travel Risk Management.
- VIP services for Executives that include but is not limited to check-in support.

CONTRACT NO: VCW439/TAMSVCW3/26  
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AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



- Emergency numbers i.e. police, hospital, ambulance, etc.

## **Cost Management**

The National Treasury cost containment initiative and the VCW's travel policy is establishing a basis for a cost savings culture.

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.

The TMC plays a pivotal role in providing high quality travel related services that are designed to strike a balance between effective cost management, flexibility, and traveller satisfaction.

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 VCW's travel policy to ensure that the Traveller reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

## **Quarterly and Annual Travel Reviews**

Quarterly reviews are required to be presented by the travel management company on all VCW travel activity in the previous three-month period. These reviews are comprehensive and presented to VCW's Procurement and Finance teams as part of the performance management reviews based on the service levels.

Annual Reviews are also required to be presented to VCW's Senior Executives.

These travel reviews will include without limitation reporting requirements in the National Treasury Instruction 7 of 2022/23 (Cost Containment Measures related to Travel & Subsistence) may be used as minimum.

## **Office Management**

The TMC to ensure high quality service to be delivered at all times to the VCW's travellers. The TMCs are required to provide VCW with highly skilled and qualified human resources of the following roles but not limited to:

Account Manager

Travel Consultants

Any other resources that will allow the Agency to perform the work effectively and efficiently (i.e. Finance Manager, System Administrator, etc.)

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



## **THE TENDER**

### **PART T1: TENDERING PROCEDURES**

#### **T1.1 - Tender Notice and Invitation to Tender**

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



**TENDER NO: VCW439/TAMSVCW3/26**

**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS.

#### T1.1 Tender Notice and Invitation to Tender

Vaal Central Water invites tenders for the appointment of maximum of four (4) travel management companies for the provision of travel and accommodation management services to Vaal Central Water for a period of three (3) years.

|                                                                                               |                                                                                                                                                                                         |                          |                          |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Project title:                                                                                | APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS. |                          |                          |
| Tender No:                                                                                    | VCW439/TAMSVCW3/26                                                                                                                                                                      |                          |                          |
| Advertising date:                                                                             | 12 August 2026                                                                                                                                                                          | Closing Date:            | 03 September 2026        |
| Closing time:                                                                                 | 12:00pm                                                                                                                                                                                 | Validity Period          | 120 Days (Calendar Days) |
| Compulsory Clarification Date:                                                                | .....                                                                                                                                                                                   | Compulsory Clarification | NONE                     |
| Time:                                                                                         | N/A                                                                                                                                                                                     | Venue:                   |                          |
| Tenders are to be delivered to the following address on the stipulated closing date and time: | Vaal Central Water:<br><br>The security gate (Booth), entrance of Vaal Central Water. 2 Mzuzu Street, Pellissier, Bloemfontein.                                                         |                          |                          |

#### COLLECTION OF TENDER DOCUMENTS

- Please note that bid documents are obtainable from e-tender portal on [www.etenders.gov.za](http://www.etenders.gov.za) and Vaal Central Water Website from 12 August 2026.

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
 MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
 AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
 CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



**BIDS ARE TO BE COMPLETED IN ACCORDANCE WITH THE CONDITIONS AND BID RULES CONTAINED  
 IN THE BID DOCUMENTS. BID DOCUMENTS MUST BE PROPERLY INDEXED AND NEATLY BOUNDED.**

## INDEX

| CONTENTS                                             | PAGE |
|------------------------------------------------------|------|
| SECTION 1: RETURNABLE DOCUMENTS_____                 | 6    |
| SECTION 2: TERMS OF REFERENCE_____                   | 41   |
| SECTION 3: SPECIAL CONDITION OF CONTRACT (SCC) _____ | 47   |
| SECTION 3: CONTRACT DATA (GCC) _____                 | 50   |

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



**SECTION 1:**  
**RETURNABLE DOCUMENTS**

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
 MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
 AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
 CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



## EVALUATION CRITERIA

| Phase:  | Details:                                                                                                                                                                                                                |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stage 1 | <b>Mandatory requirement</b> - evaluation of bid submission - compliance with the set mandatory requirements and technical specification.                                                                               |
| Stage 2 | <b>Functionality Evaluation - evaluation of functionality-</b> bidders who fail to obtain a minimum 70 points out of 100 points for functionality as set out below will not be considered for appointment on the panel. |
| Stage 3 | <b>Proposed Online Self Booking Tool presentation</b>                                                                                                                                                                   |
| Stage 4 | <b>Evaluation on price and preference</b> - The 80/20 preference point system applicable to price quotations (all applicable taxes included), will be used for evaluation this bid.                                     |

## REASONS FOR DISQUALIFICATION

The entity reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

- a. Bidders who's tax matters are not compliant with SARS requirements as reflected on e-Filing and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days;
- b. Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document;
- c. Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- d. Bidders who received information not available to other bidders through fraudulent means.

### 1.1 Stage 1 (a) - Mandatory requirements

The following mandatory requirements will be applicable for this contract.

**Note:** Bidders who fail to adhere to these minimum requirements will not be eligible for further evaluation on responsiveness, standard requirements, price and preference.

- 1.1.1 Provide Central Supplier Database's MAAA number which will be used to verify valid tax compliance status of the bidding entity. (Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must have a compliant tax status which will be confirmed at the time of award).
- 1.1.2 A valid proof of registration on the National Treasury's Central Supplier's Database must be accompanying this bid (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number).
  - a) However, joint ventures, partnerships, including unincorporated partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful bidder.
- 1.1.3 Duly completed and signed SBD documents (SBD 1, SBD 3.1 and SBD 4)

**1.1.4 All documents must be completed in writing with a black pen.**

### 1.2 Stage 1 (b): Mandatory

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



A. Bidders who do not adhere to those criteria listed below a PRE-QUALIFIER, will be disqualified immediately.

| Responsiveness Criteria |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Prequalifying Criteria | Applicable to this Tender<br>(Y/N) |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------|
| 1                       | Fully completed and signed Standard Bidding Documents                                                                                                                                                                                                                                                                                                                                                                                                                                   | Pre-Qualifier          | Y                                  |
|                         | · SBD Form 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                        |                                    |
|                         | · SBD Form 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                        |                                    |
|                         | · SBD Form 6.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                        |                                    |
|                         | Attendance of the Compulsory Clarification Session attended by the Bidder                                                                                                                                                                                                                                                                                                                                                                                                               |                        |                                    |
| 2                       | Proof of registration ASATA/IATA (certified copy of accreditation certificate) or proof of right to use ASATA/IATA accreditation of another company.                                                                                                                                                                                                                                                                                                                                    | Pre-Qualifier          | Y                                  |
|                         | i) Bidders are required to submit their International Air Transport Association (IATA) and Association of Southern African Travel Agents (ASATA) license/certificate (certified copy) at closing date.<br><br>ii) Where a bidding company is using a 3rd party IATA or ASATA license, a copy of the agreement between the bidding company and the ASATA/IATA registered company together with a certified copy of the accreditation certificate of the latter company must be attached. |                        |                                    |
| 3                       | Complete and sign the Annual Financial Statements Declaration (Attach the income statement and the balance sheet as support for the declaration) attached to the bid document.                                                                                                                                                                                                                                                                                                          | Pre-Qualifier          | Y                                  |
| 4                       | The Bidder should be able to submit the following: <ul style="list-style-type: none"> <li>• Certified copy of certificate of Incorporation if Bidder is a company or;</li> <li>• Certified copy of founding statement if Bidder is a closed corporation or;</li> <li>• Certified copy of Partnership agreement if Bidder is a partnership or;</li> <li>• Certified copy of Identity document if Bidder is a one-man concern.</li> </ul>                                                 | Pre-Qualifier          | Y                                  |
| 5                       | A bank statement showing at least a credit balance not less than R150 000 or letter of commitment to provide funding from a financial service provider.                                                                                                                                                                                                                                                                                                                                 | Pre-Qualifier          | Y                                  |
| 6                       | Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate with a current bill of account not owing more than (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days or permission to Occupy from Local Chief in the case of Rural areas which is in the name of the bidder.                                                                                                        | Pre-Qualifier          | Y                                  |

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



- B. Bidders who do not adhere to the indicated response time for clarifications requested by the Employer will be deemed to be non-responsive and their submissions will not be evaluated further.

| Responsiveness Criteria |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Clarification Time | Applicable to this Tender (Y/N) |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------|
| 1                       | The Respondent submits a valid Tax Compliance Status PIN letter issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations. Respondents shall be registered and in good standing with the South African Revenue Services (SARS) and should be able to submit a valid tax compliance pin issued by SARS. Each party to a Consortium/Joint Venture should be able to submit a separate valid Tax Compliance Status PIN letter and attach it to the schedule. | 7 days             | Y                               |
| 2                       | Respondents that provide a copy of latest Unemployment Insurance Fund (UIF) return (if not stated on the valid tax compliance pin)                                                                                                                                                                                                                                                                                                                                                                        | 7 days             | Y                               |
| 3                       | The Respondent has not abused the Employer's Supply Chain Management System or failed to perform on any previous contract and has been given written notice to this effect.                                                                                                                                                                                                                                                                                                                               | 7 days             | Y                               |
| 4                       | The Respondent or any of its Directors/ Shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.                                                                                                                                                                                                                                                     | 7 days             | Y                               |
| 5                       | The Employer will only enter into a formal contract with a respondent who is registered on the National Treasury Central Supplier Database (CSD). The submission of a full CSD report (not summary) is compulsory for any Respondent to be eligible to submit.                                                                                                                                                                                                                                            | 7 days             | Y                               |
| 6                       | The Respondent has completed the Declaration of Interest and there are no conflicts of interest which may impact on the Respondent's ability to perform the contract in the best interests of the Employer or potentially compromise the submission process and persons in the employ of the state are permitted to submit bids or participate in the contract.                                                                                                                                           | 7 days             | Y                               |
| 7                       | The Respondent submits a valid B-BBEE Compliance Certificate issued by an Accredited Service Provider or Certified Sworn Affidavit.                                                                                                                                                                                                                                                                                                                                                                       | 7 days             | Y                               |
| 8                       | The Respondent submits and original (or certified copy) of Municipal rates clearance certificate or a certified copy of the lease agreement - Not older than 3 months (Vaal Central Water reserves the right to conduct physical verification of premises).                                                                                                                                                                                                                                               | 7 days             | Y                               |
| 9                       | Only those Respondents that can provide financial references and audited financial statements as required can be considered for evaluation.                                                                                                                                                                                                                                                                                                                                                               | 7 days             | Y                               |
| 10                      | Part A: Supply Chain Management Questionnaire – to be duly completed                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7 days             | Y                               |
| 11                      | Part B: Acceptance of Bid conditions – to be duly completed and signed                                                                                                                                                                                                                                                                                                                                                                                                                                    | 7 days             | Y                               |

### 1.3 Stage 2 – Functionality Evaluation

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



1.3.1. Each bidder must obtain a minimum of 70 points out of 100 points for functionality in order to qualify for evaluation on price and preference using the 80/20 preference points systems.

1.3.2. The functionality criteria will be assessed as follows:

| Category                                                                                                                                                                                                                                                                                                                                                                                                            | Sub criteria                                             | Total score | Score | Form of Evidence                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------|-------|-----------------------------------------------------------------------------------------------------------------|
| <b>Experience of service provider in the Domestic and international Travel and accommodation Management Services to institutions of the same or similar size.</b> The signed letters on the client's letterhead <b>must include:</b> a brief description of the services that you provided, client name, contact name, address, phone number, and duration of contract and the level of satisfaction.               |                                                          |             |       |                                                                                                                 |
| This criterion covers experience in domestic and international travel and accommodation management services.                                                                                                                                                                                                                                                                                                        | More than 5 years of experience                          | 10          | 10    | Signed client references indicating scope, duration, and value on the client's letterhead with contact details  |
|                                                                                                                                                                                                                                                                                                                                                                                                                     | 3 to 5 years of experience                               |             | 5     |                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                     | Less than 3 years of experience                          |             | 0     |                                                                                                                 |
| <b>Provision of at least Five (5) signed positive testimonial letters from existing/previous clients (within past 5 years) which are of a similar size to the VCW whom we may contact for references.</b> The signed letters <b>must include:</b> a brief description of the services that you provided, client name, contact name, address, phone number, and duration of contract, and the level of satisfaction. |                                                          |             |       |                                                                                                                 |
| This criterion covers positive testimonial letters from current or previous clients within the previous 5 years                                                                                                                                                                                                                                                                                                     | Five positive testimonial letters                        | 20          | 20    | Signed Positive testimonial letters on the client letter head with contact details                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                     | Four positive testimonials letters                       |             | 15    |                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                     | Three positive testimonials letters                      |             | 10    |                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                     | No or two testimonial letters Provided                   |             | 0     |                                                                                                                 |
| <b>Proposed Key Team Members with domestic and international travel experience in Travel Management Services</b>                                                                                                                                                                                                                                                                                                    |                                                          |             |       |                                                                                                                 |
| Account Manager<br><b>NB:</b> No points will be allocated to an Account Manager without international travel experience and NQF level 6 qualification.                                                                                                                                                                                                                                                              | More than 5 years of experience as an Account Manager    | 10          | 10    | Detailed CV of the Account Manager with domestic and international travel experience and proof of qualification |
|                                                                                                                                                                                                                                                                                                                                                                                                                     | 3 to 5 years' experience as an Account Manager           |             | 5     |                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                     | Less than 3 years of experience                          |             | 0     |                                                                                                                 |
| Senior Travel Consultant <b>NB:</b> No points will be allocated to a Senior Travel Consultant without domestic and international                                                                                                                                                                                                                                                                                    | More than 5 years of experience as a Senior Travel Agent | 10          | 10    | Detailed CV of the Senior Travel Consultant                                                                     |

CONTRACT NO:

VCW439/TAMSVCW3/26

DESCRIPTION:

APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



| Category                                                                                                                                           | Sub criteria                                                                                                      | Total score | Score | Form of Evidence                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------|-------|------------------------------------------------------------------------------|
|                                                                                                                                                    | 3 to 5 years' experience as a Senior Travel Consultant                                                            |             | 5     | with domestic and international travel experience and proof of qualification |
|                                                                                                                                                    | Less than 3 years of experience                                                                                   |             | 0     |                                                                              |
| Preferential points for Youth employment                                                                                                           |                                                                                                                   |             |       |                                                                              |
| Youth Travel Consultants.<br><b>NB:</b> The above proposed youth must be employed for the duration of the contract.                                | Two or more detailed CV for youth travel consultants                                                              | 10          | 10    | Detailed CV for youth travel consultants                                     |
|                                                                                                                                                    | One detailed CV for youth travel consultant                                                                       |             | 5     |                                                                              |
|                                                                                                                                                    | No detailed CV for youth travel consultants                                                                       |             | 0     |                                                                              |
| Methodology and Approach. No points will be allocated when activities as per the proposal requirements, item number 7 above are not fully covered. |                                                                                                                   |             |       |                                                                              |
| This sub-criterion should cover the detailed transition plan for implementing the service without service interruptions.                           | A detailed transition plan with mitigation process to avoid interruptions as per 6.4.1                            | 5           | 5     | Methodology and approach detailing transition plan                           |
|                                                                                                                                                    | No detailed transition plan with mitigation process                                                               |             | 0     |                                                                              |
| This criterion covers how all reservations and bookings will be managed                                                                            | Detailed process on how all reservations and booking will be managed as per 6.4.2 above                           | 5           | 5     | Methodology and approach detailing reservations and bookings plan            |
|                                                                                                                                                    | No detailed process or process does not cover how all reservations and booking will be managed as per 6.4.2 above |             | 0     |                                                                              |
| This criterion covers how communication process will be managed                                                                                    | Detailed communication process that covers all the activities under item 6.4.3 above                              | 5           | 5     | Methodology and approach detailing reservations and bookings plan            |
|                                                                                                                                                    | No detailed communication processor communication process does not cover all the activities as per 6.4.3 above    |             | 0     |                                                                              |
|                                                                                                                                                    |                                                                                                                   |             |       |                                                                              |

CONTRACT NO:

VCW439/TAMSVCW3/26

DESCRIPTION:

APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



| Category                                                                                            | Sub criteria                                                                                                                                                                  | Total score | Score | Form of Evidence                                                       |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------|------------------------------------------------------------------------|
| This criterion covers how Financial Management                                                      | Detailed financial management process that covers all the activities in 6.4.4 above                                                                                           | 5           | 5     | Methodology and approach detailing reservations                        |
| process will be managed                                                                             | No detailed Financial Management process or Financial Management process does not cover all the activities as per 6.4.4 above                                                 |             | 0     | and bookings plan                                                      |
| This criterion covers how Technology, Management information and reporting process will be managed. | Detailed Technology, management information and the reporting process that covers all the activities in 6.4.5 above                                                           | 5           | 5     | Methodology and approach detailing reservations and bookings plan      |
|                                                                                                     | No detailed Technology, management information and reporting or Technology, management information and reporting process does not cover all the activities as per 6.4.5 above |             | 0     |                                                                        |
| This criterion covers the Account Management plan                                                   | A detailed account management process that covers all the activities in 8.4.6 above                                                                                           |             | 5     | Methodology and approach detailing reservations and bookings plan      |
|                                                                                                     | No detailed Account management process or Account management process does not cover all the activities as per 6.4.6 above                                                     |             | 0     |                                                                        |
| This criterion covers Cost Management plan                                                          | Detailed Cost Management process that covers all the activities in 6.4.8 above                                                                                                | 5           | 5     | Methodology and approach detailing Cost Management plan                |
|                                                                                                     | NodetailedCost management process or cost management process does not cover all the activities as per 6.4.8 above                                                             |             | 0     |                                                                        |
| This sub-criterion covers Quarterly and annual travel reviews                                       | Provide a sample of a Quarterly and Annual review used for performance management during the life cycle of the contract as per 6.4.9                                          | 5           | 5     | Methodology and approach detailing Quarterly and annual travel reviews |
|                                                                                                     | No sample of a Quarterly and Annual review provided as per 8.4.9                                                                                                              |             | 0     |                                                                        |
| <b>Total points</b>                                                                                 | <b>100</b>                                                                                                                                                                    |             |       |                                                                        |

#### 1.4 Stage 3 - Proposed Online Self Booking Tool presentation

VCW will require presentations from short-listed bidders as part of the bid process to assess the following:

| # | Evaluation Criteria                                                                                                                                                                 | Points |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1 | All local travel airline tickets, can be booked, approved, and amended online                                                                                                       | 20     |
| 2 | All local travel accommodation can be booked, approved, and amended online.                                                                                                         | 20     |
| 3 | All local travel car rental can be booked, approved, and amended online.                                                                                                            | 20     |
| 4 | All online bookings cater for virtual credit card issued by VCW will be used for and/or the Travel Lodge card as the alternate card for the online booking in some instances        | 10     |
| 5 | The tool must make provision for VCW to add and remove cost centres and authorised approvers per cost centre                                                                        | 10     |
| 6 | The bidder's willingness to customise online booking tool to the specific needs of the VCW to ensure that all travel requests comply with Treasury Instructions and Travel policies | 20     |

**Any proposal not meeting a minimum threshold of 70 points on presentation will not be considered further.**

#### 1.5 Stage 4 – Evaluation on Preference Point System

- 1.5.1 The institution is committed to achieving the government's objectives of the economic transformation as set out in the Institutional SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE Act and the Preferential Procurement Regulations of 2022.
- 1.5.2 The 80/20 preference point system applicable to price quotations and tenders with a rand value of R50 million or below (all applicable taxes included), will be used for evaluation of this bid.
- 1.5.3 The scoring of points for price and preference system in terms of the 80/20 preference point system where the lowest price score 80 points for price.
- 1.5.4 The points for preference will be allocated to bidders in accordance with the following specific goals.

**Table 1:**

The maximum points for this tender are allocated as follows:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| Price                                            | 80         |
| Specific goals                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

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

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



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

- b. Allocation of points in terms of the 80/20 preference point system.

**Where**

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

- c. 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 2 below as may be supported by proof/ documentation stated in the conditions of this tender.

**Table 2:**

| CATEGORIES OF PEOPLE HISTORICALLY DISADVANTAGED INDIVIDUALS                                                                        | Requirements                                                                                                                                                                                                                                                                                                    | Number of points (80/20 system) |                               |   |   |   |    |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------|---|---|---|----|
| Blacks and people who had no franchise on national elections before 1994 constitution (more than 50% ownership)                    | Certified ID copy and CIPC registration/ CSD report                                                                                                                                                                                                                                                             | 3                               |                               |   |   |   |    |
| Women (more than 50% ownership)<br>Or<br>Youth (more than 50% ownership)<br>Or<br>People with disability (more than 50% ownership) | Certified ID copy and CIPC registration/ CSD report<br>Certified ID copy and CIPC registration/ CSD report<br>Medical report sanctioned by qualified professional and CIPC registration/ CSD report                                                                                                             | 2                               |                               |   |   |   |    |
| Located in a specific local area of supply for work to be done<br><br>Free State and Northern Cape Provinces                       | Official Municipal Rates Statement which is in the name of the bidder<br>Or<br>Valid Lease agreement which is in the name of the bidder (accompanied by owners Official Municipal Rates Statement)<br>Or<br>Permission to Occupy from Local Chief in the case of Rural areas which is in the name of the bidder | 10                              |                               |   |   |   |    |
|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |                                 | CATEGORIES OF RDP GOALS       |   |   |   |    |
| Promotion of BBBEE companies                                                                                                       | Sworn affidavits/ CIPC/ BBBEE certificate                                                                                                                                                                                                                                                                       | 5                               | BBBEE level                   | 1 | 2 | 3 | 4+ |
|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |                                 | Points (80/20)                | 5 | 2 | 0 | 0  |
|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |                                 | Please tick applicable column |   |   |   |    |
|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |                                 |                               |   |   |   |    |
|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |                                 | Total Points                  |   |   |   |    |

- d. Claiming of preference points for Specific goals:

- i) Bidders are required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goals on Race: Black ownership 100%.

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



- ii) Bidders are required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy/(ies) in order to claim points for specific goals on Gender: Women ownership 51% or more
- iii) Bidders are required to submit CIPC documents, Central Supplier Database (CSD) report and certified ID copy/(ies) in order to claim points for specific goal on Youth: Youth ownership 51% or more.
- iv) Bidders are required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Labour confirming the bidder's disability in order to claim points for specific goals on People living with a disability. Disability ownership: 51% or more
- v) Official Municipal Rates Statement which is in the name of the bidder Or Valid Lease agreement which is in the name of the bidder (accompanied by owners Official Municipal Rates Statement) or valid permission to occupy premises/land from a local Chief in rural areas.
- vi) Bidder are required to submit a valid B-BBEE Compliance Certificate issued by an Accredited Service Provider or Certified Sworn Affidavit and CIPC documents confirming BBEE level.

**Note: 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.**

**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.**

## **1.6 Returnable Documents**

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract. The tenderer must return the following returnable documents legibly completed and signed in **FULL**.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



- 1.6.1 Resolution of Board of Directors.
- 1.6.2 Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia).
- 1.6.3 Special Resolution of Consortia or Joint Ventures.
- 1.6.4 Provide a tax status compliance pin issued by SARS.
- 1.6.5 Valid Proof of Registration on the National Treasury's Central Supplier's Database must be accompanying this bid.
- 1.6.6 Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days or valid permission to occupy premises/land from a local Chief in rural areas.
- 1.6.7 Duly completed and signed SBD 1 – Invitation to Tender.
- 1.6.8 Duly completed SBD 3.1 (Pricing schedule – firm prices).
- 1.6.9 Duly completed and signed SBD 4 – Bidders Disclosure.
- 1.6.10 Duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.6.11 SDB 7.2 ( Contract Form- Rendering of Services) – for bidders acknowledgement
- 1.6.12 Duly completed and signed Annexure A - Record of Addenda to tender document.
- 1.6.13 Duly completed and signed Annexure B - Proposed amendments and qualifications.
- 1.6.14 Completed and signed schedule of equipment offered. (Refer to the relevant section in the specification.
- 1.6.15 Schedule of the Tenderer's Experience (Particulars of Tenderers Projects).
- 1.6.16 Annual Financial Statements Declaration form.
- 1.6.17 A valid letter of good standing issued by the Department of Labour.
- 1.6.18 All returnable documents indicated under Evaluation criteria.

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



### LIST OF RETURNABLE DOCUMENTS

#### 1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

| Bid Document Name:                                                                                                      | Number of Pages: | Returnable document:     |
|-------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------|
| Resolution of Board of Directors                                                                                        | 1 Page           | <input type="checkbox"/> |
| Resolution of Board of Directors to enter into Consortia or JV                                                          | 3 Pages          | <input type="checkbox"/> |
| Special Resolution of Consortia or Joint Venture                                                                        | 2 Pages          | <input type="checkbox"/> |
| SBD 1: Invitation to Bid                                                                                                | 2 Pages          | <input type="checkbox"/> |
| SBD 3.1: Pricing Schedule                                                                                               | 6 Pages          | <input type="checkbox"/> |
| SBD 4: Bidder's Disclosure                                                                                              | 2 Pages          | <input type="checkbox"/> |
| SBD 6.1: Preference Points Claim Form in terms of the PPR 2022                                                          | 4 Pages          | <input type="checkbox"/> |
| SBD 7.2: Contract form - rendering of services                                                                          | 3 Pages          | <input type="checkbox"/> |
| Annexure A: Record of Addenda to tender documents                                                                       | 1 Page           | <input type="checkbox"/> |
| Annexure B: Proposed amendments and qualifications                                                                      | 1 Page           | <input type="checkbox"/> |
| Annual Financial Statements Declaration (Attach income statement and the balance sheet as support for the declaration). | 1 Page           | <input type="checkbox"/> |
| Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)                                               | 5 Page           | <input type="checkbox"/> |
| Schedule of equipment offered                                                                                           | 1 Page           | <input type="checkbox"/> |

|                |           |      |
|----------------|-----------|------|
|                |           |      |
| Name of Bidder | Signature | Date |

CONTRACT NO: VCW439/TAMSVCW3/26  
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## RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
 (legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### RESOLVED that:

- 1 The Enterprise submits a Tender to Vaal Central Water in respect of the following project:

\_\_\_\_\_  
 (project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

- 2 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

|   | Name | Capacity | Signature |
|---|------|----------|-----------|
| 1 |      |          |           |
| 2 |      |          |           |
| 3 |      |          |           |
| 4 |      |          |           |
| 5 |      |          |           |
| 6 |      |          |           |
| 7 |      |          |           |
| 8 |      |          |           |

#### Note:

- \* Delete which is not applicable.
- NB.** This resolution must be signed by all the Directors / Members / Partners

#### ENTERPRISE STAMP

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



## RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURE

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
(Legally correct full name and registration number, if applicable, of the Enterprise)

held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### RESOLVED that:

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

\_\_\_\_\_  
(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Vaal Central Water in respect of the following project:

\_\_\_\_\_  
(Project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

2 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Institution in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (code)\_\_\_\_\_

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(code)\_\_\_\_\_

Telephone number (code): \_\_\_\_\_

Fax number (code): \_\_\_\_\_

|    | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1  |      |          |           |
| 2  |      |          |           |
| 3  |      |          |           |
| 4  |      |          |           |
| 5  |      |          |           |
| 6  |      |          |           |
| 7  |      |          |           |
| 8  |      |          |           |
| 9  |      |          |           |
| 10 |      |          |           |
| 11 |      |          |           |
| 12 |      |          |           |
| 13 |      |          |           |
| 14 |      |          |           |
| 15 |      |          |           |

**Note:**

1. \* Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above additional names, capacity and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



**SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES**

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

|   |             |
|---|-------------|
| 1 | <hr/> <hr/> |
| 2 | <hr/> <hr/> |
| 3 | <hr/> <hr/> |
| 4 | <hr/> <hr/> |
| 5 | <hr/> <hr/> |
| 6 | <hr/> <hr/> |
| 7 | <hr/> <hr/> |
| 8 | <hr/> <hr/> |

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

**RESOLVED that:**

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Vaal Central Water in respect of the following project:

|       |
|-------|
| <hr/> |
| <hr/> |

*(Project description as per Tender Document)*

Tender Number: \_\_\_\_\_ *(Tender Number as per Tender Document)*

B. Mr/Mrs. /Ms.: \_\_\_\_\_

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days' written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Institution in respect of the project under item A above:

Physical address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code) \_\_\_\_\_

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code) \_\_\_\_\_

Telephone number: \_\_\_\_\_ (Code) \_\_\_\_\_

Fax number: \_\_\_\_\_

CONTRACT NO: VCW439/TAMSCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



SBD 1

PART A  
 INVITATION TO BID

|                                                                                                                                                                                                                     |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                                                                                                                    |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| BID NUMBER:                                                                                                                                                                                                         | VCW439/TAMSCW3/26                                                                                                                                                                       | CLOSING DATE: | 03 September 2025                                                    | CLOSING TIME:                                                  | 11:00                                                                                                |
| DESCRIPTION                                                                                                                                                                                                         | APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS. |               |                                                                      |                                                                |                                                                                                      |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                                                                          |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| Ground Floor (Main Entrance, Security Booth)                                                                                                                                                                        |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| 2 Mzuzu Street ;                                                                                                                                                                                                    |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| Pellissier,                                                                                                                                                                                                         |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| Bloemfontein, 9322                                                                                                                                                                                                  |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                               |                                                                                                                                                                                         |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                       |                                                                |                                                                                                      |
| CONTACT PERSON                                                                                                                                                                                                      | Supply Chain Management                                                                                                                                                                 |               | CONTACT PERSON                                                       | Corporate Support                                              |                                                                                                      |
| TELEPHONE NUMBER                                                                                                                                                                                                    |                                                                                                                                                                                         |               | TELEPHONE NUMBER                                                     | 0514030800                                                     |                                                                                                      |
| FACSIMILE NUMBER                                                                                                                                                                                                    |                                                                                                                                                                                         |               | FACSIMILE NUMBER                                                     |                                                                |                                                                                                      |
| E-MAIL ADDRESS                                                                                                                                                                                                      | <a href="mailto:bids@vcwater.co.za">bids@vcwater.co.za</a>                                                                                                                              |               | E-MAIL ADDRESS                                                       | <a href="mailto:nnanal@vcwater.co.za">nnanal@vcwater.co.za</a> |                                                                                                      |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                         |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| NAME OF BIDDER                                                                                                                                                                                                      |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| POSTAL ADDRESS                                                                                                                                                                                                      |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| STREET ADDRESS                                                                                                                                                                                                      |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| TELEPHONE NUMBER                                                                                                                                                                                                    | CODE                                                                                                                                                                                    |               | NUMBER                                                               |                                                                |                                                                                                      |
| CELLPHONE NUMBER                                                                                                                                                                                                    |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| FACSIMILE NUMBER                                                                                                                                                                                                    | CODE                                                                                                                                                                                    |               | NUMBER                                                               |                                                                |                                                                                                      |
| E-MAIL ADDRESS                                                                                                                                                                                                      |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| VAT REGISTRATION NUMBER                                                                                                                                                                                             |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                                                          | TAX COMPLIANCE SYSTEM PIN:                                                                                                                                                              |               | OR                                                                   | CENTRAL SUPPLIER DATABASE No:                                  | MAAA                                                                                                 |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                                                                                                      |               | 2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? |                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                   |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                     |                                                                                                                                                                                         |               |                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO       |                                                                                                      |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                           |                                                                                                                                                                                         |               |                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO       |                                                                                                      |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                          |                                                                                                                                                                                         |               |                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO       |                                                                                                      |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                               |                                                                                                                                                                                         |               |                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO       |                                                                                                      |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                           |                                                                                                                                                                                         |               |                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO       |                                                                                                      |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. |                                                                                                                                                                                         |               |                                                                      |                                                                |                                                                                                      |

CONTRACT NO: VCW439/TAMSVCW3/26  
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 AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
 CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



SBD 1

**PART B  
 TERMS AND CONDITIONS FOR BIDDING**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b><br>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.<br>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b><br>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.<br>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b><br>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.<br>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.<br>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.<br>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.<br>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.<br>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.<br>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE." |

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

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SBD 3.1

#### PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT.

|                     |                   |
|---------------------|-------------------|
| Name of bidder..... | Bid number.....   |
| Closing Time 12:00  | Closing date..... |

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

#### IMPORTANT PRICING INFORMATION:

- a) Bidders must provide the transaction cost per service rendered.
- b) The fees indicated below are the expected service fees to be charged for the differential services offered by a travel and accommodation management service providers.
- c) Bidders should provide the fee to be charged per booking.
- d) All fees provided must be VAT inclusive.

| Item No  | Service                               | SERVICE FEE INCLUSIVE OF VAT (A) |
|----------|---------------------------------------|----------------------------------|
| <b>1</b> | <b>AIR TRAVEL</b>                     |                                  |
| 1.1      | Air Travel - International)           | R                                |
|          | Air Travel – Regional                 | R                                |
|          | Air Travel – Domestic                 | R                                |
|          | Air Travel – International (Re-Issue) | R                                |
|          | Air Travel – Regional (Re-Issue)      | R                                |
|          | Air Travel – Domestic (Re-Issue)      | R                                |
|          | Refunds – Air International           | R                                |
|          | Refunds – Air Regional                | R                                |
|          | Refunds – Air Domestic                | R                                |
| <b>2</b> | <b>CAR RENTAL</b>                     |                                  |
| 2.1      | Car Rental – International            | R                                |
|          | Car Rental – Regional                 | R                                |
|          | Car Rental – Domestic Serviettes      | R                                |
| <b>3</b> | <b>TRANSFER/SHUTTLES</b>              |                                  |
| 3.1      | Transfer/Shuttles – International     | R                                |
|          | Transfer/Shuttles – Regional          | R                                |
|          | Transfer/Shuttles – Domestic          | R                                |
| <b>4</b> | <b>ACCOMODATION</b>                   |                                  |
| 4.1      | Accommodation – International         | R                                |
| 4.2      | Accommodation – Regional              |                                  |

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 CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



|     |                                                                                                                                                                                                                                                                |          |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 4.3 | Accommodation – Domestic                                                                                                                                                                                                                                       | R        |
| 5   | <b>BUD/TRAIN BOOKINGS</b>                                                                                                                                                                                                                                      |          |
| 5.1 | Bus/Coach Bookings                                                                                                                                                                                                                                             | R        |
| 5.2 | Train Bookings                                                                                                                                                                                                                                                 | R        |
| 6   | <b>OTHER SERVICES</b>                                                                                                                                                                                                                                          |          |
| 6.1 | Cancellations                                                                                                                                                                                                                                                  |          |
| 6.2 | Change to Bookings                                                                                                                                                                                                                                             | R        |
| 6.3 | Visa Assistance (Provision of documents and advice)                                                                                                                                                                                                            | R        |
| 6.4 | Initial setup/customisation of online booking tool                                                                                                                                                                                                             |          |
| 6.5 | After Hour Services                                                                                                                                                                                                                                            |          |
| 5.1 | <b>CONFERENCE BOOKINGS TRANSACTION FEE</b> (percentage fee of the total invoice inclusive of VAT)<br><br><b>** (estimated at R10 000 for bidding purposes, meaning the service fee will R10k multiplied by the proposed conference booking fee percentage)</b> | R        |
|     | <b>TOTAL AMOUNT INCLUSIVE OF VAT</b>                                                                                                                                                                                                                           | <b>R</b> |

CONTRACT NO: VCW439/TAMSVCW3/26  
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SBD 4

## BIDDER'S DISCLOSURE

### 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. BIDDERS'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.

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



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.

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

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

1.3 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.

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

|                                           | POINTS |
|-------------------------------------------|--------|
| PRICE                                     | 80     |
| SPECIFIC GOALS                            | 20     |
| Total points for Price and SPECIFIC GOALS | 100    |

1.5 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.

1.6 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.

### 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

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest 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, 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

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

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

| CATEGORIES OF PEOPLE HISTORICALLY DISADVANTAGED INDIVIDUALS                                                                        | Requirements                                                                                                                                                                                                                                                                                                    | Number of points (80/20 system) |                               |                         |   |   |    |  |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------|-------------------------|---|---|----|--|
| Blacks and people who had no franchise on national elections before 1994 constitution (more than 50% ownership)                    | Certified ID copy and CIPC registration/ CSD report                                                                                                                                                                                                                                                             | 3                               |                               |                         |   |   |    |  |
| Women (more than 50% ownership)<br>Or<br>Youth (more than 50% ownership)<br>Or<br>People with disability (more than 50% ownership) | Certified ID copy and CIPC registration/ CSD report<br>Certified ID copy and CIPC registration/ CSD report<br>Medical report sanctioned by qualified professional and CIPC registration/ CSD report                                                                                                             | 2                               |                               |                         |   |   |    |  |
| Located in a specific local area of supply for work to be done<br><br>Free State and Northern Cape Provinces                       | Official Municipal Rates Statement which is in the name of the bidder<br>Or<br>Valid Lease agreement which is in the name of the bidder (accompanied by owners Official Municipal Rates Statement)<br>Or<br>Permission to Occupy from Local Chief in the case of Rural areas which is in the name of the bidder | 10                              |                               |                         |   |   |    |  |
|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |                                 |                               |                         |   |   |    |  |
|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |                                 |                               | CATEGORIES OF RDP GOALS |   |   |    |  |
| Promotion of BBBEE companies                                                                                                       | Sworn affidavits/ CIPC/ BBBEE certificate                                                                                                                                                                                                                                                                       | 5                               | BBBEE level                   | 1                       | 2 | 3 | 4+ |  |
|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |                                 | Points (80/20)                | 5                       | 2 | 0 | 0  |  |
|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |                                 | Please tick applicable column |                         |   |   |    |  |
|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |                                 |                               |                         |   |   |    |  |
|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |                                 |                               | Total Points            |   |   |    |  |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....  
.....  
.....  
.....

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



**Annexure A - Record of Addenda to tender documents**

|                                                                                                                                                                                                       |             |                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------|
| We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: |             |                         |
|                                                                                                                                                                                                       | <b>Date</b> | <b>Title or Details</b> |
| 1.                                                                                                                                                                                                    |             |                         |
| 2.                                                                                                                                                                                                    |             |                         |
| 3.                                                                                                                                                                                                    |             |                         |
| 4.                                                                                                                                                                                                    |             |                         |
| 5.                                                                                                                                                                                                    |             |                         |
| 6.                                                                                                                                                                                                    |             |                         |
| 7.                                                                                                                                                                                                    |             |                         |
| 8.                                                                                                                                                                                                    |             |                         |
| 9.                                                                                                                                                                                                    |             |                         |
| 10.                                                                                                                                                                                                   |             |                         |

Attach additional pages if more space is required.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Tenderer \_\_\_\_\_

CONTRACT NO: VCW439/TAMVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



**Annexure B: Proposed amendments and qualifications**

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

| Page | Clause or item | Proposal |
|------|----------------|----------|
|      |                |          |

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Tenderer \_\_\_\_\_

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



**Annual Financial Statements Declaration**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is .....
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:  
☐ internally ☐ independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]  
☐ enterprise has had its financial statements audited;  
name of auditor .....  
☐ enterprise is required by law to have an independent review of its financial statements  
name of independent reviewer .....  
☐ enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.  
  
*[Attach the income statement and the balance sheet contained in the financial statement]*
- 6) The annual turnover for the last financial year is R .....
- 7) The total assets as at the end of the last financial year is R .....
- 8) The total liabilities as at the end of the financial year is R .....

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature

Date

.....

.....

Name

Position

.....

.....

Tenderer

.....

CONTRACT NO: VCW439/TAMSVCW3/26  
 DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



**Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)**

| FORM: PARTICULARS OF TENDERERS PROJECTS |                                                                                                                                                                                         |                  |                   |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------|
| Project title:                          | APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS. |                  |                   |
| Contract no:                            | VCW439/TAMSVCW3/26                                                                                                                                                                      | Closing date:    | 03 September 2026 |
| Advertising date:                       | 12 August 2026                                                                                                                                                                          | Validity period: | 120 days          |

*Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.*

**2. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS**

2.1. Current projects: Appointment letter(s) must be provided to buttress the information supplied below.

| Projects currently engaged in | Name of Employer or Representative of Employer | Contact tel. no. | Contract sum | Contractual commencement date | Contractual completion date | Present progress |
|-------------------------------|------------------------------------------------|------------------|--------------|-------------------------------|-----------------------------|------------------|
| 1                             |                                                |                  |              |                               |                             |                  |
| 2                             |                                                |                  |              |                               |                             |                  |
| 3                             |                                                |                  |              |                               |                             |                  |
| 4                             |                                                |                  |              |                               |                             |                  |

CONTRACT NO:

VCW439/TAMSVCW3/26

DESCRIPTION:

APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



| Projects currently engaged in | Name of Employer or Representative of Employer | Contact tel. no. | Contract sum | Contractual commencement date | Contractual completion date | Present progress |
|-------------------------------|------------------------------------------------|------------------|--------------|-------------------------------|-----------------------------|------------------|
| 5                             |                                                |                  |              |                               |                             |                  |
| 6                             |                                                |                  |              |                               |                             |                  |
| 7                             |                                                |                  |              |                               |                             |                  |
| 8                             |                                                |                  |              |                               |                             |                  |
| 9                             |                                                |                  |              |                               |                             |                  |
| 10                            |                                                |                  |              |                               |                             |                  |
| 11                            |                                                |                  |              |                               |                             |                  |

|                  |           |      |
|------------------|-----------|------|
|                  |           |      |
| Name of Tenderer | Signature | Date |

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



2.2. Completed projects: Both appointment letter(s) and completion certificates linked to the project(s) listed below must be provided to buttress the information provided.

| Projects completed in the previous 5 (five) years | Name of Employer or Representative of Employer | Contact tel. no. | Contract sum | Contractual commencement date | Contractual completion date | Date of Certificate of Practical Completion |
|---------------------------------------------------|------------------------------------------------|------------------|--------------|-------------------------------|-----------------------------|---------------------------------------------|
| 1                                                 |                                                |                  |              |                               |                             |                                             |
| 2                                                 |                                                |                  |              |                               |                             |                                             |
| 3                                                 |                                                |                  |              |                               |                             |                                             |
| 4                                                 |                                                |                  |              |                               |                             |                                             |
| 5                                                 |                                                |                  |              |                               |                             |                                             |
| 6                                                 |                                                |                  |              |                               |                             |                                             |
| 7                                                 |                                                |                  |              |                               |                             |                                             |

CONTRACT NO:

VCW439/TAMSVCW3/26

DESCRIPTION:

APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



| Projects completed in the previous 5 (five) years | Name of Employer or Representative of Employer | Contact tel. no. | Contract sum | Contractual commencement date | Contractual completion date | Date of Certificate of Practical Completion |
|---------------------------------------------------|------------------------------------------------|------------------|--------------|-------------------------------|-----------------------------|---------------------------------------------|
| 8                                                 |                                                |                  |              |                               |                             |                                             |
| 9                                                 |                                                |                  |              |                               |                             |                                             |
| 10                                                |                                                |                  |              |                               |                             |                                             |
| 11                                                |                                                |                  |              |                               |                             |                                             |
| 12                                                |                                                |                  |              |                               |                             |                                             |

|                  |           |      |
|------------------|-----------|------|
|                  |           |      |
| Name of Tenderer | Signature | Date |

CONTRACT NO:

VCW439/TAMSVCW3/26

DESCRIPTION:

APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



## **SCHEDULE OF PLANT AND EQUIPMENT**

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



### Schedule of Plant and Equipment

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

| Quantity | Description, size, capacity, etc. |
|----------|-----------------------------------|
|          |                                   |

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

| Quantity | Description, size, capacity, etc. |
|----------|-----------------------------------|
|          |                                   |

Attach additional pages if more space is required.

**CONTRACT NO:**

**VCW439/TAMSVCW3/26**

**DESCRIPTION:**

**APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS**



## **SECTION 2:**

### **TERMS OF REFERENCE**

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



## **TERMS OF REFERENCE**

### **APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS**

#### **1. BACKGROUND**

Vaal Central Board (Former Bloem Water) derives its primary mandate from the Water Services Act, Act 108 of 1997 and is, in terms of the Public Finance Management Act (PFMA), Act 1 of 1999, Schedule 3B, a National Government business entity, which reports to the Executive Authority, represented by the Minister of Water and Sanitation through the Department of Water and Sanitation (DWS).

Vaal Central is a Water Board with the mandate to provide water services to the Southern and Central areas of the Free State Province and the Northern Cape respectively to include the entire jurisdictional area that was previously serviced by Sedibeng Water as gazetted on 26 July 2022 by the minister of Water of Water and Sanitation.

#### **2. EMPLOYER'S OBJECTIVES**

Vaal Central Water is inviting service provider/(s) for the PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS. The successful service provider/(s) is expected to deliver the service in accordance with orders which will be issued by the institution on as and when needed.

#### **3. GENERAL**

Prices must be firm for the 1<sup>st</sup> year of the contract period. No adjustments will be allowed during the 1<sup>st</sup> year of the contract period inclusive of statutory increases. Price adjustment will only be allowed after 12 months from commencement of the contract. Thereafter, price increase will be considered once annually.

#### **4. DEFINITIONS**

- 4.1 Accommodation means the rental of lodging facilities while away from one's place of abode, while on authorised official duty.
- 4.2 After-hours service refers to any enquiry or travel request that is actioned outside normal working hours, i.e. from 17h00 to 08h00 on weekdays, and twenty-four (24) hours on weekends and public holidays.
- 4.3 Air travel means travel by airline on authorised official business.
- 4.4 Authorising Official means an employee of Vaal Central Water (VCW) who has been delegated to authorise travel requests and related expenses, e.g. the line manager of the Traveler.
- 4.5 Car Rental means the rental of a vehicle for a short period by a Traveler for official purposes.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



- 4.6 Domestic travel means travel within the borders of the Republic of South Africa.
- 4.7 Emergency service means the booking of travel where unforeseen circumstances necessitate an unplanned trip or a deviation from an originally planned trip.
- 4.8 International travel means travel outside the borders of the Republic of South Africa.
- 4.9 Management Fee means the fixed negotiated fee payable to the Travel Management Company (TMC) in monthly instalments for the provision of travel management services to VCW, excluding any indirect service fees not included in the management fee structure, such as visa fees, refunds, and frequent flyer ticketing services.
- 4.10 Merchant Fees means fees charged by the lodge card company at the point of sale for bill-back charges for ground arrangements.
- 4.11 Quality Management System (QMS) means a collection of business processes focused on consistently meeting customer requirements and enhancing satisfaction. It is expressed through the organisational structure, policies, procedures, processes, and resources required to implement quality management.
- 4.12 Regional travel means travel across the borders of South Africa to any SADC country, namely Angola, Botswana, the Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Eswatini, the United Republic of Tanzania, Zambia, and Zimbabwe.
- 4.13 Service Level Agreement (SLA) means a contract between the Travel Management Company (TMC) and VCW that defines the level of service expected from the TMC.
- 4.14 Shuttle Service means a transport service used to transfer a Traveler from one point to another, for example from a place of work to the airport.
- 4.15 Third party fees means fees payable to external service providers offering travel-related services on an ad hoc basis that are not directly provided by the TMC. These include visa fees and courier fees.
- 4.16 Transaction Fee means the fixed negotiated fee charged per specific service type, such as an international air ticket, charged per service type, per transaction, per Traveler.
- 4.17 Traveler refers to a VCW official, consultant, or contractor travelling on official business on behalf of the entity.
- 4.18 Travel Authorisation means the official form used by VCW reflecting trip details and order number, duly approved by the relevant Authorising Official.
- 4.19 Travel Booker means the person responsible for coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the Traveler, for example the Traveler's personal assistant.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



4.20 Travel Management Company (TMC) means the company contracted to provide travel and accommodation management services to VCW.

4.21 Travel Voucher means a document issued by the Travel Management Company confirming the reservation and/or payment of specific travel arrangements.

4.22 Value Added Services means services that enhance or complement general travel management services, for example airport rules, procedures, and travel-related guidance.

4.23 VAT means Value Added Tax.

4.24 SBT means Self-Booking Tool.

4.25 VIP or Executive Service means specialised and personalised travel management services provided to selected VCW employees by a dedicated consultant to ensure a seamless travel experience.

## **5. SCOPE OF WORK**

**The scope of work includes comprehensive travel and accommodation management services, covering all aspects of official travel undertaken by Vaal Central Water, detailed below:**

### **5.1 Air Travel**

5.1.1 Plan, arrange, and amend domestic and international travel bookings as per VCW's request.

5.1.2 Negotiate discounts on tariffs for air travel with all available airline companies.

5.1.3 Negotiate maximum corporate travel rates or credits, on accumulated expenditure for air travel with all available airline companies.

### **5.2 Vehicle Rental**

5.2.1 Book vehicles with car rental companies and amend any confirmed bookings if necessary, as per VCW's request.

5.2.2 Negotiate discounts on tariffs or reduced tariffs with all available companies.

5.2.3 Negotiate maximum corporate credits/points on accumulated expenditure for vehicle rental with all available vehicle rental companies.

**The service provider will also be responsible for advising travelers on optimal vehicle use, collection logistics, and compliance requirements, including fuel policies, toll systems, and insurance conditions.**

### **5.3 Train and Bus Travel**

5.3.1 Book and amend train and bus travel arrangements as per VCW's request.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



5.3.2 Negotiate discounts on tariffs or reduced tariffs with all companies available.

This includes sourcing cost-effective options, making reservations, and ensuring that travel arrangements are convenient and aligned with operational requirements.

#### **5.4 Accommodation**

5.4.1 Plan, arrange, and amend accommodation with any hotel group, private hotel, or other available establishment, for example, guesthouses or lodges as per VCW's request.

5.4.2 Negotiate discounts on tariffs or reduced tariffs with all available hotel groups, private hotels, or other accommodation facilities.

5.4.3 Negotiate maximum corporate credits/points on accumulated expenditure for accommodation with all available accommodation facilities as per National Treasury Instruction No. 7 of 2022/2023.

#### **5.5 Conference Facilities and Arrangements, Including Venue Management**

5.5.1 Plan, arrange, book, and amend conference requirements with any hotel group, private hotel, or other available establishment.

5.5.2 Negotiate discounts on tariffs or reduced tariffs with all available accommodation facilities.

5.5.3 Manage any venue-related logistics.

#### **5.6 Shuttle Services**

5.6.1 Plan, arrange, book, and amend shuttle service requirements as per VCW's request.

5.6.2 Negotiate discounts on tariffs or reduced tariffs with all available suppliers.

Service providers must ensure that reliable and cost-effective transport options are secured and that service providers meet minimum quality and safety standards.

#### **5.7 24-Hour Service Related to Travel and Accommodation**

5.7.1 The bidder must be prepared to make available the abovementioned services on a 24-hour basis. The travel agent must indicate their official operating times.

This includes the ability to respond to urgent travel requests, changes, and unforeseen circumstances.

#### **5.8 VISA Processing**

5.8.1 Visa applications will not be the responsibility of the TMC; however, the relevant information must be supplied to the traveler(s) where visas will be required.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



## **5.9 Travel Coordination and Reservations Management**

Service providers will be responsible for receiving travel requests, providing quotations, processing bookings, and issuing travel documentation. This includes itineraries, tickets, and vouchers.

## **6. DELIVERABLES**

Deliverables under this section include, without limitation, the following:

- 6.1 The Travel Management Company (TMC) shall provide travel services to all officials travelling on behalf of VCW, both locally and internationally. This includes employees, contractors, consultants, and clients, on the basis that VCW remains responsible for authorising travel arrangements and associated costs.
- 6.2 Provide comprehensive travel and accommodation management services during normal office hours (Monday to Friday, 08h00–17h00), as well as after-hours and emergency support services (17h00–08h00, including weekends and public holidays).
- 6.3 Undertake full familiarisation with VCW's current travel business processes to ensure effective service delivery and continuity.
- 6.4 Gain familiarity with National Treasury negotiated, non-commissionable fares and rates with airlines and other service providers, and assist VCW in further negotiations to secure improved value and cost savings.
- 6.5 Familiarise itself with VCW's Travel Policy and implement appropriate controls to ensure full compliance with applicable policies and procedures.
- 6.6 Any penalties incurred due to inefficiency or fault of a travel consultant shall be for the account of the TMC, subject to the outcome of a formal dispute resolution process.
- 6.7 Provide a system or facility enabling VCW to update and maintain traveler profiles.
- 6.8 Manage third-party service providers by addressing service failures and handling complaints relating to their performance.
- 6.9 Consolidate all invoices received from travel suppliers into a single, coherent billing structure for VCW.
- 6.10 Develop and implement a detailed transition plan to ensure seamless service implementation without disruption, including engagement with the incumbent service provider to facilitate a smooth handover.

## **7. TRAVEL AND ACCOMMODATION MANAGEMENT COMPANIES ROLES AND RESPONSIBILITIES**

### **7.1.1 Reservations**

**The Travel and Accommodation Management Company (TMC) will:**

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



- 7.1.1.1 Receive travel requests from travel bookers, respond with quotations (confirmations) and availability. Upon receipt of the relevant approval, issue the required e-tickets and vouchers immediately and send them to the travel Booker via the agreed communication medium.
- 7.1.1.2 Always endeavor to make the most cost-effective travel arrangements based on the request from the travel Booker.
- 7.1.1.3 Appraise itself of all travel requirements for destinations to which travelers will be travelling and advise the travel Booker of alternative, more cost-effective and/or more convenient travel options where appropriate.
- 7.1.1.4 Obtain a minimum of three (3) quotations for all travel requests where the routing or destination permits.
- 7.1.1.5 Book negotiated discounted fares and rates where applicable.
- 7.1.1.6 Keep abreast of carrier schedule changes and other alterations affecting travel, and make appropriate adjustments prior to or during the traveler's official trip. Where necessary, e-tickets and billing shall be amended and reissued to reflect such changes.
- 7.1.1.7 Book airport parking facilities where required for the duration of travel.
- 7.1.1.8 Respond to and process all queries, requests, changes, and cancellations timeously and accurately.
- 7.1.1.9 Facilitate group bookings (e.g. meetings, conferences, and events) as required.
- 7.1.1.10 Issue all necessary travel documents, itineraries, and vouchers timeously to traveler(s) prior to departure.
- 7.1.1.11 Advise travelers of all visa and inoculation requirements well in advance of travel.
- 7.1.1.12 Assist with arrangements for foreign currency and the issuing of travel insurance for international trips where required.
- 7.1.1.13 Facilitate reservations that are not bookable via the Global Distribution System (GDS).
- 7.1.1.14 Facilitate bookings generated through an Online Booking Tool (OBT), whether owned by the TMC or a third party, where implemented.
- 7.1.1.15 Unless otherwise stated, all provisions apply to domestic, regional, and international travel bookings.
- 7.1.1.16 Visa applications shall not be the responsibility of the TMC; however, relevant visa requirement information must be provided to travelers where applicable.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



- 7.1.1.17 Negotiated airline fares, accommodation rates, car rental rates, and similar agreements established by National Treasury or VCW are non-commissionable. Any commissions earned on VCW-related bookings must be returned to VCW on a quarterly basis.
- 7.1.1.18 Ensure confidentiality in respect of all travel arrangements and all persons as requested by VCW.
- 7.1.1.19 Ensure timeous submission of proof that services have been satisfactorily delivered, including invoices and supporting documentation.

## **7.2 Air Travel**

- 7.2.1 The TMC must be able to book full-service carriers as well as low-cost carriers.
- 7.2.2 The TMC will book the most cost-effective airfares possible for domestic travel.
- 7.2.3 For international flights, the airline which provides the most cost-effective and practical routings may be used.
- 7.2.4 The TMC should obtain three or more price comparisons where applicable to present the most cost-effective and practical routing to the Traveler.
- 7.2.5 The airline ticket should include the applicable airline agreement number as well as the individual loyalty programme number of the Traveler (if applicable).
- 7.2.6 Airline tickets must be delivered electronically (SMS and/or email format) to the traveler(s) and travel bookers promptly after booking before the departure times.
- 7.2.7 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.
- 7.2.8 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.
- 7.2.9 The TMC must during their report period provide proof that bookings were made against the discounted rates on the published fares where applicable.
- 7.2.10 Ensure that travelers are always informed of any travel news regarding airlines (such as baggage policies, check-in arrangements, etc.).
- 7.2.11 Assist with lounge access if and when required.

## **7.3 Accommodation**

- 7.3.1 The TMC will obtain price comparisons within the maximum allowable rate matrix as per the cost containment instruction of the National Treasury.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



- 7.3.2 The TMC will obtain three price comparisons from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveler.
- 7.3.3 This includes planning, booking, confirming, and amending accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with VCW's travel policy.
- 7.3.4 VCW travelers may only stay at accommodation establishments with which VCW has negotiated corporate rates. Should there be no rate agreement in place in the destination, or should the contracted establishment be unable to accommodate the traveler, the TMC will source suitable accommodation bearing in mind the requirement of convenience for the traveler and conformity with acceptable costs, or as stipulated in written directives issued from time to time by National Treasury or VCW.
- 7.3.5 Accommodation vouchers must be issued to all VCW travelers for accommodation bookings and must be invoiced to VCW as per arrangement. Such invoices must be supported by a copy of the original hotel accommodation charges.
- 7.3.6 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 instruction of National Treasury.
- 7.3.7 Cancellation of accommodation bookings must be done promptly to guard against no-show and late cancellation fees.

#### **7.4 Car Rental and Shuttle Services**

- 7.4.1 The TMC will book the approved category vehicle in accordance with the VCW Travel Policy with the appointed car rental service provider from the closest rental location (airport, hotel, and venue).
- 7.4.2 The travel consultant should advise the traveler on the best time and location for collection and return considering the traveler's specific requirements.
- 7.4.3 The TMC must ensure that relevant information is shared with travelers regarding rental vehicles, including e-tolls, refueling, keys, rental agreements, damages, and accidents, etc.
- 7.4.4 For international travel, the TMC may offer alternative ground transportation to the traveler, including rail, buses, and transfers.
- 7.4.5 The TMC will book transfers in line with the VCW travel policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.
- 7.4.6 The TMC should manage shuttle companies on behalf of VCW and ensure compliance with minimum standards. The TMC should also assist in negotiating better rates with relevant shuttle companies.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



7.4.7 The TMC must during their reporting period provide proof that negotiated rates were booked where applicable.

## **7.5 After-Hours and Emergency Services**

7.5.1 The TMC must provide a consultant or team of consultants to assist travellers with after-hours and emergency reservations and changes to travel plans.

7.5.2 A dedicated consultant/s must be available to assist VIP/executive travellers with after-hours or emergency assistance.

7.5.3 After-hours services must be provided from Monday to Friday outside official hours (17h00 to 08h00) and 24 hours on weekends and public holidays.

7.5.4 A call centre facility or after-hours contact number must be available to all travelers to manage unexpected changes and emergency bookings.

7.5.5 The Travel Management Company must have a standard operating procedure for managing after-hours and emergency services. This must include purchase order generation within 24 hours.

## **7.6 Communication**

7.6.1 The TMC must conduct workshops and training sessions for VCW travel bookers.

7.6.2 All enquiries must be acknowledged within one hour, investigated, and feedback provided within 24 hours in accordance with the Service Level Agreement.

7.6.3 The TMC must ensure effective communication between all stakeholders, linking the traveler, travel coordinator, and travel management company in a seamless workflow.

## **7.7 Financial Management**

7.7.1 The TMC must implement the rates negotiated by VCW with travel service providers, discounted airfares, or National Treasury maximum allowable rates where applicable.

7.7.2 The TMC will manage service provider accounts, including timely receipt of invoices and statements for submission to VCW for payment within agreed timeframes.

7.7.3 Savings on total annual travel expenditure must be enabled, reported, and supported during monthly and quarterly reviews.

7.7.4 The TMC must provide a 30-day bill-back account facility where a lodge card is not available. "Bill back" refers to the supplier billing the TMC, who then invoices VCW.

7.7.5 Pre-payments for smaller Bed & Breakfast/Guest House facilities must be processed by the TMC, including short notice and same-day bookings.

7.7.6 Consolidate travel supplier bill-back invoices.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



7.7.7 The TMC is responsible for consolidation of invoices and supporting documentation for submission to VCW Finance on agreed intervals (e.g. weekly), including travel authorisations, purchase orders, and supplier statements.

7.7.8 Ensure travel supplier accounts are settled timeously.

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

7.8.1 The TMC must consolidate all travel management information into a single system with automated reporting tools.

7.8.2 The implementation of an Online Booking Tool to facilitate domestic and international bookings must be considered.

7.8.3 All management information and data must be accurate.

7.8.4 The TMC must provide at least three standard monthly reports aligned to National Treasury Cost Containment requirements.

7.8.5 Reports must include transactional-level detail such as travelers name, travel date, and spend category (air travel, shuttle, accommodation, etc.).

7.8.6 VCW may request additional management reports.

7.8.7 Reports must be provided in electronic format (e.g. Microsoft Excel).

7.8.8 SLA reports must include but are not limited to:

- a) After-hours report
- b) Compliments and complaints
- c) Consultant productivity report
- d) Long-term accommodation and car rental
- e) Business travel extensions to leisure
- f) Travel upgrades (air, accommodation, ground transport)
- g) Bookings outside travel policy

7.8.9 The TMC must ensure all data is securely stored and protected from unauthorised access.

## **7.9 Account Management**

7.9.1 An account management structure must be established to support VCW service delivery.

7.9.2 A dedicated Account/Business Manager must be appointed for the VCW account.

7.9.3 Processes must ensure quality management and travelers' satisfaction at all times.

7.9.4 A complaint handling procedure must be implemented to manage compliments and complaints.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



7.9.5 VCW Travel Policy must be enforced.

7.9.6 SLA performance must be managed and customer satisfaction surveys conducted.

7.9.7 Training and workshops must be provided to travelers and travel bookers.

7.9.8 Comprehensive reports on travel spend and SLA performance must be presented during reviews.

### **7.10 Value Added Services (No Cost)**

The TMC may provide the following value-added services:

- 7.10.1 Destination information (regional and international)
- 7.10.2 Health warnings
- 7.10.3 Weather forecasts
- 7.10.4 Places of interest
- 7.10.5 Visa information
- 7.10.6 Travel alerts
- 7.10.7 Hotel and restaurant locations
- 7.10.8 Public transport information and costs
- 7.10.9 Airport rules and procedures
- 7.10.10 Business etiquette specific to the country
- 7.10.11 Airline baggage policy
- 7.10.12 Supplier updates
- 7.10.13 Electronic voucher retrieval via web and smartphones
- 7.10.14 SMS notifications for travel confirmations
- 7.10.15 Travel audits
- 7.10.16 Global Travel Risk Management
- 7.10.17 VIP services for executives including check-in support
- 7.10.18 Emergency numbers (police, hospital, ambulance, etc.)

### **7.11 Cost Management**

7.11.1 The National Treasury cost containment initiative and VCW travel policy form the basis for cost savings.

7.11.2 The TMC consultant must advise on the most cost-effective option at all times.

7.11.3 The TMC must balance cost efficiency, flexibility, and traveler satisfaction.

7.11.4 The TMC must have in-depth knowledge of suppliers to provide compliant and cost-effective travel solutions.

### **7.12 Quarterly and Annual Travel Reviews**

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



7.12.1 Quarterly reviews must be presented on all VCW travel activity for the previous three-month period.

7.12.2 Annual reviews must be presented to VCW senior executives.

7.12.3 These reviews must comply with National Treasury Instruction 7 of 2022/23 (Cost Containment Measures).

### **7.13 Office Management**

7.13.1 The TMC must ensure high-quality service delivery at all times and provide suitably skilled personnel including:

7.13.1.1 Account Manager

7.13.1.2 Travel Consultants

7.13.1.3 Any other resources that will allow the Agency to perform the work effectively and efficiently (i.e. Finance Manager, System Administrator, etc.)

## **8. Technology – Online Self Booking Tool**

**Proposals should include should an online booking tool that provides the minimum functionality detailed below:**

- 8.1 The online booking tool must be customizable to the specific needs of the VCW to ensure that all travel requests comply with Treasury Instructions and Travel policies.
- 8.2 The tool must employ sufficient access and intrusion security measures and must all for the assignment of specific access rights to different categories of users.
- 8.3 The tool must be able to accept a virtual credit card issued by VCW which must be able to interface through an online interface link into VCW's payment system, ERP. The card may be pre-loaded on the booking tool.
- 8.4 The virtual credit card issued by VCW may be used for all online bookings and where the 3rd party does not accept a virtual credit card; the Travel Lodge card will be used as the alternate card for the online booking in some instances.
- 8.5 The tool must make provision for VCW to add and remove cost centre's and authorised approvers per cost center. VCW will not be liable for any service rendered unless such service was approved by a duly authorised VCW employee (it remains the responsibility of VCW to ensure that authorizers are correctly captured on the online booking tool).
- 8.6 The tool must make provision for VCW to create policy groups and limits for each service/sector type per policy group.
- 8.7 Traveller profiles must be created and amended online by VCW. Traveller profiles will contain all the information normally required to travel (Full names., ID number etc.) as well as:
  - Contact information to enable the sending of SMSs and e-mails to travellers.
  - Policy group applicable to each traveller (which can only be amended by VCW administrators)
- 8.8 The tool must employ approval escalation flows (to be added/amended online by VCW) for each cost centre as well as for out-of-policy approvals.
- 8.9 The tool must require the uploading of supporting documentation before a booking is sent for approval (based on policy group settings).

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



- 8.10 All local travel (airline tickets, accommodation, car rental, point-to-point transfers, and parking facilities at airports), can be booked, approved, and amended online. The TMC may not charge a consultant service fee in cases where the online booking tool does not make provision for the booking or amendment of these local services/sectors.
- 8.11 The following information must be available and visible to the booker and approvers when making an online booking

## Costing

- 9.1 Prices must be inclusive of all costs i.e. VAT, delivery, transportation and other factors that will influence the price of the supplier and all items should be priced (refer to SBD 3.1).
- 9.2 List value added proposition e.g. percentage (%) discount offered.
- 9.3 Copies of price comparisons/quotations and third-party detailed invoices for car rental and accommodation should be obtained and submitted together with invoice/s per individual. In the cases of Air Transport, service providers are required to provide copy/ies of an Electronic Ticket Receipt or 3rd party invoice as proof of bookings. If it was not possible to obtain price comparisons/quotations for travel requests, reasons must be provided.

### 9.4 Price adjustments

No price adjustments will be allowed during the 1<sup>st</sup> year of the contract period, it will only be considered on the anniversary of the contract using Consumer Price Index (CPI)

### 9.5 Transaction Fees

The transaction fee must be a fixed amount per service. The fee must be linked to the cost involved in delivering the service and not a percentage of the value or cost of the service provided by third party service providers.

## Duration of the contract

The service provider will be appointed to provide travel and accommodation management services for the period of three years. The entity reserves the right to extend for additional twelve (12) months.

**CONTRACT NO:**

**VCW439/TAMSVCW3/26**

**DESCRIPTION:**

**APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS**



## **SECTION 3:**

### **SPECIAL CONDITION OF CONTRACT**

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



## SPECIAL CONDITIONS

### 1. LEGISLATIVE AND REGULATORY FRAMEWORK

- 1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

### 2. STATUS OF THE REQUEST FOR BIDS

- 2.1 This bid is an invitation for Bidders to submit a proposal for the Provision travel and accommodation management services to vaal central water for a period of three (3) years and other related services as set out in the special conditions of contract contained herein.
- 2.2 No binding contract or other understanding for the supply of the services will exist between the Vaal Central Water and any bidder unless and until Vaal Central Water has executed a formal written contract with the successful bidders.
- 2.3 The requirement for rendering of event management services will be for the following regions:

| No | REGIONS             |
|----|---------------------|
| 1. | Central Free State  |
| 2. | Northern Free State |
| 3. | Northern Cape       |
| 4. | Maluti-A-Phofung    |

### 3. FRONTING

- 3.1 The entity is in support of the spirit of Broad Black Based 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, transparent and legally compliant manner. Against this background the entity condemns any form of fronting.
- 3.2 Vaal Central Water 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 document.
- 3.3 Should any of the fronting indicators as contained in Guidelines on Complex Structures and Transactions and Fronting, issued by the entity, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist.
- 3.4 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 period not exceeding ten years, in addition to any other remedies the Vaal Central Water may have against the bidder/contractor concerned.

**CONTRACT NO:** VCW439/TAMSVCW3/26  
**DESCRIPTION:** APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS



#### **4. PROHIBITION OF RESTRICTIVE PRACTICES**

4.1 In terms of Section 4(1) of the competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firm or a decision by an association firm, is prohibited if is between parties in horizontal relationship and if a bidder(s) is/are or a contractor(s) was/were involved in:

- Directly or indirectly fixing a purchase or selling price or any other trading condition
- Dividing markets by allocating customers, suppliers, territories or specific types of goods or services
- Collusive bidding.

4.2 If a bidder(s) or Contractor(s), in the judgement of the purchaser, has/have engaged in any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and 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.

#### **5. AWARDING OF THE BID**

5.1 The successful service provider will be the one scoring the highest points:

- However, the Entity may on reasonable justifiable grounds, award the contract in whole or in parts to a bidder who did not score the highest points where objective criteria set out by the institution was applied.

#### **6. TENDER VALIDITY**

VCW requires a validity period of (120 Business days) from closing date against this RFP, excluding the first day and including the last day. VCW may at any time prior to the expiry of the bid validity period, extend the above validity period by 60 days written notice in the VCW website and E-tender website, on the same terms and conditions. In that event, VCW will not require consent from the bidders, and bidders will not be required or permitted to amend any of their proposals. However, bidders are not obliged to extend the validity period. In the case where bidders are not in agreement with the validity extension, they must inform VCW in writing and their proposals will be considered non-responsive.

Once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract.

**CONTRACT NO:**

**VCW439/TAMSVCW3/26**

**DESCRIPTION:**

**APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
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**SECTION 4:**  
**CONTRACT DATA**  
**GENERAL CONDITIONS OF CONTRACT**

CONTRACT NO: VCW439/TAMSVCW3/26  
DESCRIPTION: APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
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## **Annexure A**

# **GOVERNMENT PROCUREMENT**

## **GENERAL CONDITIONS OF CONTRACT July 2010**

### **NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- ✓ The General Conditions of Contract will form part of all bid documents and may not be amended.
- ✓ Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## General Conditions of Contract

### 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 any thing 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 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.
- 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

- 7.1 Within thirty (30) days of receipt of the notification of contract award,

**security**

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.
- 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 analyzed 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.
- 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.

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 fulfillment 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 contracts 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.

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 canceling 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 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.

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.

**26. Termination  
for insolvency**

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.

**27. Settlement of  
Disputes**

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.

**28. Limitation of  
liability**

28.1 Except in cases of criminal negligence or willful 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.
- 29. Governing language** 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.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 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 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 Programme (NIP)** 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.

**CONTRACT NO:**

**VCW439/TAMSVCW3/26**

**DESCRIPTION:**

**APPOINTMENT OF MAXIMUM OF FOUR (4) TRAVEL  
MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL  
AND ACCOMMODATION MANAGEMENT SERVICES TO VAAL  
CENTRAL WATER FOR A PERIOD OF THREE (3) YEARS**



- 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.

Js General Conditions of Contract (revised July 2010)