



APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS

052/2025/EWSS/TRAVEL/RFB

RFB

Optional briefing session

10 September 2025 @11h00

Online via MS Teams

AGENDA

Opening and Welcome

N Mukhawa

1. Rules of Engagement

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2. Invitation to bid

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3. Scope of Services

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4. Bidding Process

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5. Communication

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6. Questions

All

7. Closure

N Mukhawa



1. RULES OF ENGAGEMENT FOR THE BRIEFING SESSION

- Video off for duration the presentation.
- Keep microphones on mute.
- Record Your Name, Name of Company and e-mail address in the Chat – this will serve as an attendance register.
- Raise your hand for questions and clarity or type your question in the chat. Responses not provided in the briefing session will be provided thereafter via e-mail.
- Raise all other queries via e-mail to tenders03@tcta.co.za



2. INVITATION TO BID

- Appointment Of A Panel Of Service Providers For The Provision Of Travel Management Services For A Period Of 36 Months.
- Issue date: 28 August 2025
- Optional briefing session: 10 September 2025 @11h00
- Clarification Deadline: 16 September 2025 @11h00
- Request for Gate Access Code Deadline: 26 September 2025 @11h00
- Submissions: During the week (08h00-16h00)
- Closing date: 30 September 2025 @11h00
- Validity period: 120 calendar days
- Open bid
- Single envelope system:
 - Original – Technical, Financial proposal & USB



2. INVITATION TO BID

Bid Submissions must be sent to:

1st Floor, Building No. 9, Byls Bridge Office Park, 11 Byls Bridge Boulevard, Cnr Olievenhoutbosch Road and Jean Avenue, Highveld Extension 73, Centurion, 0157

Bidders are required to have gate access code and a scannable valid identity document, drivers' license or passport which will be scanned at the main entrance.

Bidders are requested to allow sufficient time for the vetting process at the main entrance (gate).

3. SCOPE OF WORK

REFER TO THE RFB, FROM PAGE 3.





3. ADDITIONS TO THE SCOPE OF WORK

Addendum:-

8.10.4. The booking of long-term accommodation for TCTA's project sites. Upon approval of the accommodation by TCTA, the successful bidder must enter into a lease agreement on behalf of TCTA for the duration of the contract.

3. SCOPE OF WORK CONTINUED

REFER TO THE PRICING SCHEDULE

4. BIDDING PROCESS

BID STAGES Page 10

Preparation of Bid Submissions

- STAGE 1: RETURNABLES
- STAGE 2: TECHNICAL/FUNCTIONAL EVALUATION
- STAGE 3: PREFERENCE POINTS/SPECIFIC GOALS AND PRICE
- STAGE 4: SUPPLIER VETTING



4. BIDDING PROCESS

STAGE 1: RETURNABLES DOCUMENTS

ALL RETURNABLES ARE REQUIRED FOR PURPOSES OF EVALUATION IRRESPECTIVE OF WHETHER THEY ARE DESIGNATED MANDATORY OR NOT.

- **Mandatory**
 - Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further.
- **Non-mandatory**
 - Documents for documents for technical evaluation purpose - Zero Points will be allocated if not submitted
 - Statutory Compliance Documents



4. BIDDING PROCESS

STAGE 2: FUNCTIONAL EVALUATION

TCTA will evaluate the submissions for functional capacity and capability in terms of the functional criteria set out in the RFB.

- **Bidders are to : Complete Appendixes 1 – 3**
- **Submit all supporting documents as indicated in the RFB**

Failure to complete any Appendix and submitting proof as stipulated in the RFB will result in the Bidder not allocated points for the related criterion.

Bidders who do not meet the threshold of 15 points out of the 30 points will be disqualified at the end of this stage and not evaluated further.



4. BIDDING PROCESS

STAGE 3: SPECIFIC GOALS

- Bidder/s who meet the minimum functional scores will be evaluated further, in terms of the 80/20 preference point system, 20 points will be allocated as follows:
 - 10 points = Promotion of Black Ownership
 - 10 points = Promotion of Black Women Ownership
- Bidders to attached the BBEE Certificate issued by a Verification Agency approved by SANAS, or a sworn Affidavit for EME and QSE.
- Consolidated BBEE Certificate for Joint Venture bidders issued by a Verification Agency approved by SANAS
- The Sworn affidavit submitted must be validly commissioned and meet the minimum requirement stated in **Annexure D**.

Any bidder that does not meet the above-mentioned specific goals will not be disqualified but will be scored 0 for specific goals.



4. BIDDING PROCESS

STAGE 3: PRICE SCORE

- Price will be evaluated in terms of the 80/20 preference point system, where 80 points will be allocated for price.
- Bidders must complete the pricing template in **Annexure F**.
- All prices must include disbursements.
- Prices must be firm and unconditional. Bids with conditional prices will not be acceptable.



4. BIDDING PROCESS

STAGE 4: SUPPLIER VETTING

TCTA reserves the right to disqualify a successful bidder who/whose:

- Submits fraudulent information or information that they do not have the authority to submit;
- Is listed on National Treasury's list of Blacklisted Suppliers or Defaulters or similar;
- Poses a risk in terms of any vetting process conducted either by TCTA internally or the State Security Agency;
- Has a director and/or stakeholder who is employed by any organ of state; and
- Tax affairs are not in order at the time of award after being requested to resolve the non-compliance status with SARS within the prescribed period.
- Bidders must read through all the sections of the bid and familiarize themselves with the conditions of bid.



5. COMMUNICATION

- Only written communication addressed to Receiving Officer at tenders03@tcta.co.za will be considered.
- TCTA will assume that every individual communicating with it on behalf of a potential bidder is duly authorised unless otherwise indicated.
- Please use RFB number and description in all correspondence.
- Clarifications deadline will be 16 September 2025 @11h00.
- Any addendum to the RFB may be issued allowing 10 days before the bid closing date. Bidders to ensure that they check more often communication with TCTA.



Comments & Questions

CLOSURE