



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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Ref: W11456

BID NO AND DESCRIPTION: W11456: APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY(S) TO RENDER TRAVEL RESERVATION SERVICES WITHIN THE DEPARTMENT OF WATER AND SANITATION FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Questions raised by prospective bidders and the answers.

Questions and answers.

1. Are bidders allowed to choose which provinces they are interested at? I see you gave a breakdown of each office and provided separate A3 templates? **Yes, bidders are allowed to choose which provinces they are interested in.**
2. How many TCM is the Department looking to appoint? **Ten TMC are going to be appointed.**
3. What is the form of payment? **The department is on 30 days payments method no lodge card**
4. Are you currently using the online booking tool? **No**
5. You have stipulated full report for each of your BBBEE verification, we are a level one BBBEE however do not have a 51% women ownership, I am not sure if I follow the BBBEE expectations . Kindly elaborate on what is compulsory and what is not especially regarding BBBEE = **No compulsory expectation on the BBBEE points, will be allocated for Level 1 to 2 which are QSE or EME as it is stipulated on our preferential point system. Points for women, disability, youth, and location will be allocated according to the percentage ownership.**
6. Does the department have a lodge card in place which we can make use of for air payments only? **The department does not have a lodge card.**
7. Will the payments be split per region or will everything be done at HQ? **Payment will be splinted per office as indicated in the regional breakdown e.g., Head Office will do its own payment, in Mpumalanga there are several offices as indicated, each office will do its own payments.**
8. Harvey World Travel East London intends bidding for the Eastern Cape Area only. Please acknowledge that this is acceptable? **Yes, it is acceptable.**
9. If so would we still be required to provide a bank guarantee to the value of R10m? **Yes, still the bank guarantee to the value of R10m is applicable.**
10. would like to get more clarity. You are looking for an online booking tool, but you mention that you will appoint more than 1 TMC. How will this work as all TMC use different booking tool. Do you plan on having multiple booking tools? **The department is looking for traditional method not online booking method. With regards to lodge card**
11. As the department does not have a Lodge card, is there a possibility of obtaining one or not at all? **The department cannot commit whether in future will have one.**

12. I just wanted to find out about the Bank Guarantee letter for BID Number : W11456 (Appointment of Travel Management Company) . Is a Bank Guarantee letter a requirement for submitting or will you only need it from the company you have chosen/awarded the tender?
Please note that the bank Guarantee is a mandatory requirement and that u must submit with the Bid document at a closing date and time, non-submission will render the bid non – responsive and you will result in disqualified