



TEMPLATE 2: TRANSACTION FEE MODEL OFF-SITE SERVICES

RFP NO:
 RFP NAME:

BIDDER NAME

THE PROVISION OF TRAVEL MANAGEMENT FOR PERIOD OF 36 MONTHS TO THE
 DEPARTMENT OF WATER AND SANITATION - GAUTENG

1.1 TRANSACTION FEES

ITEM	Transaction Type	Estimated Volume	TRADITIONAL BOOKINGS			ONLINE BOOKINGS (N/A)			
			Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	
1	Air Travel – International	5	R	-	R	-	R	-	
2	Air Travel – Regional		R	-	R	-	R	-	
3	Air Travel – Domestic	100	R	-	R	-	R	-	
4	Air Travel – International (Re-issue)		R	-	R	-	R	-	
5	Air Travel – Regional (Re-issue)		R	-	R	-	R	-	
6	Air Travel – Domestic (Re-issue)		R	-	R	-	R	-	
7	Refunds – Air Domestic		R	-	R	-	R	-	
8	Refunds – Air Regional		R	-	R	-	R	-	
9	Refunds – Air International		R	-	R	-	R	-	
10	Car Rental – Domestic	900	R	-	R	-	R	-	
11	Car Rental – Regional		R	-	R	-	R	-	
12	Car Rental – International		R	-	R	-	R	-	
13	Transfers/Shuttle – Domestic	50	R	-	R	-	R	-	
14	Transfers/Shuttle – Regional		R	-	R	-	R	-	
15	Transfers/Shuttle – International	5	R	-	R	-	R	-	
16	Accommodation – Domestic	550	R	-	R	-	R	-	
17	Accommodation – Regional & International	5	R	-	R	-	R	-	
18	Accommodation – International		R	-	R	-	R	-	
19	Bus/Coach Bookings	10	R	-	R	-	R	-	
20	Train bookings – International		R	-	R	-	R	-	
21	Visa Assistance (Provision of documents and advice)		R	-	R	-	R	-	
22	Courier services for travel documentation		R	-	R	-	R	-	
23	SMS Notifications		R	-	R	-	R	-	
24	Parking bookings	60	R	-	R	-	R	-	
25	Cancellations		R	-	R	-	R	-	
26	Changes to bookings		R	-	R	-	R	-	
27	After Hours Services	10	R	-	R	-	R	-	
28	Additional Ad-hoc Reports (per report)		R	-	R	-	R	-	
29	Customised Reports (per report)		R	-	R	-	R	-	
30	Travel Lodge card Reconciliation		R	-	R	-	R	-	
31	Debtors Account Reconciliation		R	-	R	-	R	-	
32	E-hailing services	10	R	-	R	-	R	-	
33	Other (Specify)		R	-	R	-	R	-	
34	Other (Specify)		R	-	R	-	R	-	
35	Other (Specify)		R	-	R	-	R	-	
36	Other (Specify)		R	-	R	-	R	-	
Total		1 705			R	-		R	-

Percentage Traditional

Percentage Online

1.2 CONFERENCE TRANSACTION FEE

Item	Description	Percentage Fee	Comment
1	Conference Transaction Fee (as a % of the Total turnover of the event)		Estimated Number of Transactions per annum is 5

1.3 COST ELEMENT BREAKDOWN

This cost breakdown will be used for price adjustment purposes. The formula for price adjustment is explained on the CPA tab.

Item	Cost Element	Percentage weighted contribution	Index
1	Compensation	50%	
2	Administration cost	10%	
3	Overheads	20%	
4	Interest on Overdraft	10%	
5	Other (Specify)	5%	
6	Other (Specify)	5%	
		100%	