



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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Ref: W11531

BID NO AND DESCRIPTION: W11531 APPOINTMENT OF THE SERVICE PROVIDER TO RENDER TRAVEL RESERVATION SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION NORTHERN CAPE PROVINCIAL OPERATIONS: KIMBERLEY AND UPINGTON OFFICES FOR A PERIOD OF (36) THIRTY-SIX MONTHS

Questions raised by prospective bidders and the answers to them from the Department.

Questions and Answers.

1. Are the courier services allowed, or do they need physical submission?

The bidders can be advised to sensitize Courier services to deposit in the allocated Tender box and documents must be submitted on time.

2. Must the bidders be active members of ASATA and IATA as according to clause 14.3, is it prerequisite?

ASATA falls under functionality compliance which bidders will accumulate points for it and IATA is mandatory requirement/compliance, which bidders must submit the certificate in order to proceed to the next stage

3. Is the department offering a lodge card for flights or any other services?
No

4. Due to the involvement within the different institutions can the Department be lenient with reference letters? i.e. If the suppliers' experience with a particular institution dates 20 years back, how will it be proven?

No, the department will evaluate according to the documents attached with the bid advertisement. The prospective service providers should provide all the information needed to account for their experiences. The number of years will be cumulatively counted.

5. Can the pricing schedule be edited with other optional extras?
No. Prospective providers are welcome to include addendum, but the evaluation will still be done according to the advertisement.

6. With reference to item 13 in conjunction with 1.2, conference and events fee, how should the pricing schedule be structured? Must the rand value be on the item 13 (90 estimated volume) on Annexure A3 Pricing Schedule of the excel spreadsheet?

Item 13 (90 estimated volume) should not have the rand value. The cost should be reflected in item 1.2 Conference Transaction Fee as a percentage.

7. Will the updates have any bearing on the submission deadlines?

Not foreseeable. If there are some delays experienced, the extension of the submission date may be considered.

8. Must one tender document be submitted for both Kimberley and Upington or two separate documents with two different pricing schedules?

Two separate (original) documents must be submitted for each office: i.e One document for Kimberley Office (main Account) and the other one for Upington office (Water Trading Account)

9. Can the original and a copy be submitted for each account? Yes, one copy per application.

10. Is Kimberley for main account and Upington for water trading account?

Yes

11. The formula for VAT calculation on the Annexure A3 Pricing Schedule (excel spreadsheet) is at 14%, should it not be at 15%?

The VAT formula in Annexure A3 Pricing Schedule should be adjusted to be at 15% VAT.

<https://www.sars.gov.za/media-release/srs-welcomes-court-order-relating-to-the-vat-rate-originally-announced-to-come-into-effect-on-1-may-2025/>

12. There are some items which did not have the rand value on the Annexure A3 Pricing Schedule should the Rand Value be included for them.

Yes, the department needs to know the unit cost/price of the transaction type required, with the exclusion of the item 13 as explained in the answer to question 6 above.

13. The quantities stipulated in Annexure A3 Pricing Schedule do not balance with what is on the ToRs. What should be done?

The quantities stipulated in the TORs should be the ones used. Prospective providers should ensure the correct quantities are captured on the Annexure A3 pricing schedule (excel spreadsheet).

The above were the only questions from the service providers during the briefing session.