



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

Supply Chain Management Department
Finance

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REQUEST FOR BID

APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY

BID NUMBER: T05/2024

BID INVITATION DATE	
INVITATION DATE:	17 NOVEMBER 2024
COMPULSORY INFORMATION BRIEFING SESSION	
DATE:	26 NOVEMBER 2024
TIME:	10:00 am
VENUE:	Virtual via Microsoft Teams. Link to be shared on VUT Website prior to the meeting.
SUBMISSION INFORMATION	
CLOSING DATE:	05 DECEMBER 2024
CLOSING TIME:	12H00 (noon)
ADDRESS:	Vaal University of Technology, Andries Potgieter Boulevard, Vanderbijlpark, Main Campus, E-Block, Bid Box in Room No. E001

BIDDERS INFORMATION (KINDLY COMPLETE)	
COMPANY NAME:	
CONTACT PERSON:	
DESIGNATION:	
PHYSICAL ADDRESS:	
OFFICE TELEPHONE NUMBER:	
CELL NUMBER:	
OFFICE FAX NUMBER:	
E-MAIL ADDRESS:	

<p>I certify that this Bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a Bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud.</p> <p>I agree to abide by all conditions of this Bid and certify that I am authorised to sign this Bid.</p>	<p>-----</p> <p>AUTHORISED SIGNATORY</p> <p>-----</p> <p>SURNAME AND FULL NAME/S</p> <p>-----</p> <p>DATE</p>
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1. **REQUEST FOR BID SCHEDULE**

Interested parties are hereby invited in the manner specified to submit to VUT, a Bid to supply the goods and/or services specified in the RFB complying in all respects with the attached Instructions to Bidders.

The following is information specific to this RFB:

HEADING	CONTENT
RFB Reference No.	See cover page of this RFB.
Closing Date and Time for Submission of Bids	See cover page of this RFB.
<u>Compulsory Information Meeting (if applicable)</u>	26 NOVEMBER 2024 @10h00. Virtual via Microsoft Teams. Link to be shared on VUT website prior to the meeting.
<u>Public Opening</u>	Vaal University of Technology, Andries Potgieter Boulevard, Vanderbijlpark, Main Campus, E-Block, Bid Box in Room No. E001
VUT Representative/s to whom Written Enquiries must be Addressed	Name : Mr. Lucky Thulare Address : Vaal University of Technology Andries Potgieter Boulevard Main Campus Procurement Department E-Mail Address : luckyt@vut.ac.za <u>All enquiries must be in writing</u>
SUBMISSION INSTRUCTIONS: Submissions address:	EMAIL SUBMISSION Vaal University of Technology, Andries Potgieter Boulevard, Vanderbijlpark, Main Campus, E-Block, Bid Box in Room No. E001
FURTHER INSTRUCTIONS: PLEASE NOTE THE FOLLOWING:	<ul style="list-style-type: none"> • No email Bids will be accepted, only physical submission will be accepted. • Multiple Bids from the same Bidder is NOT allowed. • Bids will be opened in Public physically – TOTAL price to be read out in Public during opening.

<p>Submission of Bid Documentation and Further Instructions</p> <p>(Neglecting to follow these mandatory instructions can lead to disqualification)</p>	<p><u>2 (TWO) DOCUMENT SUBMISSION</u> must be submitted as follows:</p> <ul style="list-style-type: none"> • 1 (one) document with the <u>Original Bid Document:</u> Cover Page indicating the following: <ul style="list-style-type: none"> • Original Bid Document; • Bid Number; • Bid Description; • Your Company Name. • Include Your Company email address. • 1 (one) document with the <u>Original Separate Pricing Schedule:</u> Cover page indicating the following: <ul style="list-style-type: none"> • Original Pricing Schedule; • Bid Number; • Bid Description; • Your Company Name. • Include Your Company email address.
<p>Documentation/Registration Fee</p>	<p>N/A</p>
<p>VUT's Banking Details for Payment of Registration or Documentation Fee</p>	<p>N/A</p>
<p>Details when Paying at VUT's Cashier for Registration or Documentation Fee</p>	<p>N/A</p>
<p>Compulsory Information Meeting (if applicable)</p>	<p>26 November 2024 @10h00.am. Virtual via Microsoft Teams. Link to be shared on VUT website prior to the meeting.</p>
<p>Grounds on which Bids may be Disqualified</p>	<p>Instructions to Bidders for basic grounds set out on the Automatic Disqualification.</p>
<p>Description of Goods/Services to be Procured</p>	<p>See detailed Specifications.</p>
<p>Mandatory Documents to be Submitted together with Bid</p>	<p>See Mandatory Documentation/Requirements.</p>

Criteria for Evaluation of Bids on Functionality and Weight of each Criteria	See Functionality Criteria
Minimum Qualifying Score for Functionality	70 % (Seventy percent)
Contract Period	(03) Three years Contract
Payment Terms	30 (thirty) days after Statement Date.
Period of Validity of Bids	Initial period of 120 (one hundred and twenty) days from the Closing Date of Bid Submission.

For **Vaal University of Technology** who hereby warrants that s(he) is duly authorised to sign this RFB on its behalf

Full Name(s)

.....

Designation

.....

BIDDERS FULL NAME/S	BIDDERS SIGNATURE	DATE
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2. INSTRUCTIONS TO BIDDERS

2.1 DEFINITIONS AND INTERPRETATION

In this RFB and its component documents (other than Terms and Conditions) the following terms will have the following meanings assigned to them, unless the context indicates otherwise:

- 2.1.1 **Bidder(s)** – means all persons participating in this RFB process and/or submitting Bids;
- 2.1.2 **Bid(s)** – means a Bidder's submission to VUT offering to supply the VUT Department with the Goods/Services;
- 2.1.3 **CIPC** – means the Companies and Intellectual Property Commission;
- 2.1.4 **Closing Date and Time** – the closing date and time for submission of a Bid, specified in the Bid Request Schedule or on the front cover of this RFB;
- 2.1.5 **Contract** – means any contract flowing from this RFB between VUT and a successful Bidder for the supply of the Goods/Services;
- 2.1.6 **Date of Issue of RFB** – means the date of issue of this RFB by VUT specified in the Bid Request Schedule or on the front cover of this RFB;
- 2.1.7 **EME** – means Exempt Micro Enterprise. It is an entity that is exempt from providing a BBBEE scorecard;
- 2.1.8 **Goods/Services** – means the merchandise, products, goods, work and/or services described in the Bid Request Schedule and – Scope of Supply and Specifications, or elsewhere in this RFB;
- 2.1.9 **Interested Party(ies)** – means any firm(s) who has/have submitted a proposal.
- 2.1.10 **Mandatory Criteria refers to** - the mandatory documents referred to in the Bid Request Schedule to be submitted by Bidders as part of their respective Bids;
- 2.1.11 **Procurement Department (SCM)** – means the department within the Finance Division of VUT which generally deals with the procurement of Goods/Services on behalf of VUT Departments;
- 2.1.12 **Procurement Policy** – means the Procurement Policy that Council approved of VUT governing, the procurement of Goods/Services;
- 2.1.13 **QSE** – Qualifying Small Enterprise. A QSE is one of the categories of SA Business as per the BBBEE Act classification or grouping of Companies;

- 2.1.14 Related Person** – means, relative to a specified person, a related or inter-related person as defined by sections 1 and 2(1) of the Companies Act 2010;
- 2.1.15 RFB** – means this Request For Bid including all of its component parts, schedules and annexures;
- 2.1.16 RFB Reference Number** – means the Request for Bid Reference Number specified in the Bid Request Schedule or on the cover page of this RFB;
- 2.1.17 RFB Short Title** – means the Bid Short Title specified in the Bid Request Schedule or on the cover page of this RFB;
- 2.1.18 Verification Documents** – means the documentation to be submitted by a Bidder in order to verify each criterion, specified in this RFB;
- 2.1.19 VUT** – means the Vaal University of Technology, a higher education institution in terms of the Higher Education Act;
- 2.1.20 VUT Department** – means a department, division, centre, unit, institute, club or society of VUT;
- 2.1.21 VUT Representative** – means the duly appointed representative of VUT for the purposes of this RFB, specified in the Bid Proposal Schedule;
- 2.1.22 Where VUT and the Bidders' interpretation of the document differ, VUT's interpretation will prevail.**

2.2 PURPOSE AND OBJECTIVE OF RFB

The purpose of the bid is to provide Travel Management Service to the Vaal University of Technology as per specifications.

INTRODUCTION AND APPLICATION

The VUT Department specified in the attached Bid Request Schedule is considering the procurement of the Goods/Services.

This RFB, comprising the documents specified in the Bid Request Schedule, has accordingly been issued by the Procurement Department under the RFB Number and Bid Short Title on the Date of Issue of RFB. The purpose of these instructions is to inform prospective Bidders of the terms and conditions which will apply to the submission of Bids for the supply of the Goods/Services.

By participating in this RFB process and/or submitting an electronic Bid, all Bidders undertake to be bound by the terms and conditions of this RFB.

Each Bidder will submit a Bid which conforms in all respects with this RFB. Bidders which submit responses to the RFB will be deemed to have accepted, and wilfully comply with all the terms and conditions.

The Bid must be signed by a person fully authorised to commit the Bidder to the terms and conditions set out in this RFB. VUT is entitled to assume that there is full authority in the signatory of the Bid.

2.3 EVALUATION CRITERIA

3 Stage Evaluation Process:

- 2.3.1 Mandatory Stage
- 2.3.2 Functionality
- 2.3.3 BBBEE 80/20

2.4 FUNCTIONALITY

Refer functionality criteria

2.5 BIDDER CAPABILITY

VUT will make an assessment of Bidder capability on the basis and information provided by Bidders in response to this RFB.

2.6 GUIDELINES FOR SUBMISSION OF PROPOSAL

2.6.1 ACCEPTANCE OF PROPOSAL AT VUT DISCRETION

VUT reserves the right, exercisable at its sole discretion, to review, evaluate and dispose of any Bid as it sees fit. Nothing stated in this RFB (whether express or implied) binds or obligates VUT to accept the lowest of any price contained in the Bid or to accept any Bid.

Bidders or their representatives can expect to discuss the details of their Bid during the evaluation process. VUT reserves the right to negotiate specific terms with the preferred Bidders prior to the award of a final contract (if any).

2.6.2 CONFORMANCE

All Bids must conform to each of the requirements set out in this RFB. Non-conforming Bids will not be considered

2.6.3 SUBMISSION VALIDITY

Each Bid submitted by a Bidder must remain valid for a period of **120 (one hundred and twenty) days** from the required date of submission.

2.7 BID DOCUMENTATION

2.7.1 ADDITIONAL BIDDER INFORMATION

VUT may request additional data, discussions or presentations in support of responses to the RFB.

Additionally, VUT may conduct a survey of any Bidder under consideration to confirm or clarify any information provided (including pricing) or to collect more evidence of managerial, financial and technical abilities, including but not limited to, meetings and visits to current customers served by the Bidder

2.7.2 SUBMISSION OF BID DOCUMENTATION

Each Bidder will in all material respects fully complete, sign and submit the prescribed Form of Bid of this RFB, and all mandatory supporting documentation required in terms of this RFB.

The Bid will be completed and submitted in the English language.

Submission of Bid Documentation as prescribed in the Request for Bid Schedule under the Heading "Submission of Bid Documentation and Further Instructions" must be followed. Disregarding these instructions will lead to disqualification.

The "Original" Bid documentation and separate pricing schedule of this bid document and BOQ's must be submitted via a secure email:

2.7.3 JOINT VENTURE FOR CONSORTIUM SUBMISSIONS

Submission of documentation must include a copy of the legal joint venture/consortium agreement. Furthermore, mandatory documentations and requirements must be submitted for each partner/ business forming part of Joint Venture or Consortium.

2.8 COMPULSORY INFORMATION MEETING

26 November 2024 @.10h00.am.

Virtual via Microsoft Teams. Link to be shared on VUT

website prior to the meeting.

2.9 BIDDERS' CODE OF CONDUCT

In the compilation and submission of Bids and in all matters arising out of or in connection with their participation in this RFB process, each Bidder agrees and undertakes:

- 2.9.1 to act fairly; reasonably, ethically and in good faith;
- 2.9.2 to comply with all applicable laws including without limitation the Prevention and Combating of Corrupt Activities Act, the Competition Act and the Prevention of Organised Crime Act;
- 2.9.3 not to (and to procure and ensure that its officers, employees, representatives, associates, relatives and agents do not) directly or indirectly approach or influence any officer or employee of VUT, or any procurement agent or consultant appointed by VUT, with a view to obtaining an unfair advantage for such Bidder's Bid, or attempt to influence the Bid adjudication process by means of any threat, gift or privilege;
- 2.9.4 not to request or attempt to obtain any information about competing Bids or the RFB process that would give it an unfair advantage over other Bidders;
- 2.9.5 not to share Bid information with other Bidders or potential Bidders or third parties, or to collude with other Bidders or potential Bidders;
- 2.9.6 prior to or as part of its Bid submission to disclose in writing to VUT any conflicts of interest or duty or potential conflicts of interest or duty including:
 - any interest which any officer, employee, consultant or adviser of VUT (or their respective spouses, children, siblings or parents) may have in the Bidder or a Related Person;
 - the details of any Related Person of the Bidder in the employ of VUT or engaged by VUT in any capacity whatsoever.
 - for the duration of the RFB process until Contract award, not to communicate with any employee, officer or procurement agent of VUT on any matter relating to this RFB except with or

through the VUT Representative unless such communication involves a complaint about such representative

2.9.7 to report in writing to the VUT representative/MANCOM any of the following misconduct by any employee, officer or procurement agent of VUT or any Bidder relating to the RFB process:

- any contravention of the Prevention and Combating of Corrupt Activities Act or similar law;
- the solicitation or extortion of any bribe, gift, privilege or advantage for the benefit of any person;
- the leaking of confidential information by any VUT employee or other person relating to any aspect of this RFB including any competing Bids or the evaluation of Bids, prior to the award of any Contract; and
- any conflict of interest or duty.

2.10 REJECTION OF BIDS AND DISQUALIFICATION

The following will be rejected:

- 2.10.1 any Bid which has not been duly submitted to the stated address by the Closing Date and Time;
- 2.10.2 any Bid not submitted to the requested address provided;
- 2.10.3 any Bid document which is not correctly and fully completed with the mandatory information as stipulated in the Request for Bid Schedule under the Heading "Submission of Bid Documentation and Further Instructions";
- 2.10.4 any modification or correction to any Bid which has not been submitted and received at the stated address by the Closing Date and Time or, in any case where VUT has issued an Addendum to this RFB, by the date and time specified for any Bid changes;
- 2.10.5 any Bid where the Bidder's Certificate of Independent Bid Determination (Annexure 4) of this RFB is found not to be true or is incomplete in any respect;
- 2.10.6 The following Bids are liable to be disqualified by VUT:

- any Bid which is unsigned, incomplete or otherwise does not comply with this RFB;
- any Bid which omits any Mandatory Document/Requirements and/or any Functionality Criteria if applicable, and no or insufficient explanation has been provided in the Bid documents;
- any Bid submitted by any person who VUT has resolved not to conduct business with due to present or past breaches of contract, default, misconduct, irregularities or poor performance by a Bidder or by any Related Person, or on other reasonable grounds;
- a Bid where the Bidder or any Related Person has, or would have, a conflict of interest or duty regarding the performance of any resulting contract for the supply of the Goods/Services;
- the Bid of any Bidder found to have contravened the Bidders' Code of Conduct;
- **the Bid of any Bidder who did not attend the compulsory information/briefing meeting;**
- any other Bid which contravenes the additional grounds on which a Bid may be disqualified, specified in the Bid Request Schedule.

2.11 PRICE INSTRUCTIONS

- 2.11.1 Bidders will complete the Pricing Schedule Document; market as a separate document and submit as a separate document; as per instructions.
- 2.11.2 The responses must remain in the format outlined in the instructions which contain the requirements and costing information.
- 2.11.3 Bidders will give a breakdown of the Bid price showing the basic price and Value Added Tax ("VAT") separately, failing which the Bid will be deemed to be inclusive of VAT which will be payable by the Purchaser subject to the receipt of a VAT invoice.
- 2.11.4 VUT reserves the right to split and award the Bid to more than 1 (one) Bidder.
- 2.11.5 Inclusive of all associated costs and taxes, including insurance, charges for packaging, carriage, delivery to the premises,

handling fees, toll fees, permits, all duties, licences and other related charges payable in respect of the goods from time to time.

2.12 COSTS

VUT is not responsible for any costs (whether direct or indirect) incurred by a Bidder in preparing and/or submitting a bid or otherwise responding to this RFB or in any subsequent discussions or negotiations. All parties and participants must bear their own costs.

2.13 ADDITIONAL BIDDER INFORMATION

VUT may request additional data, discussions or presentations in support of responses to this RFB. Additionally, VUT may conduct a survey of any Bidder under consideration to confirm or clarify any information provided (including pricing) or to collect more evidence of managerial, financial and technical abilities, including but not limited to, meetings and visits to current customers served by the Bidder.

2.14 NEGOTIATIONS

On receipt of Bid/s from Bidders, VUT proposes to evaluate those responses based on the requirements.

Negotiations will be conducted with the successful bidder should the bid price exceed the budgeted amount.

VUT reserves the right to vary, at its sole discretion, this negotiation plan at any time and does not make any undertakings in relation to entering into any contracts for the supply of goods.

2.15 SPECIAL CONDITION OF CONTRACT

2.15.1 CONTRACT PERIOD

Three (03) years Contract

2.15.2 QUANTITY REQUIRED & PRICING

VUT (Vaal University of Technology) reserves the right to adjust the quantity required prior to, during or after the Bid process.

If deemed necessary, VUT (Vaal University of Technology) reserves the right to split the Bid between more than 1 (one) Bidder to ensure competitive pricing and accurately supplied specifications.

2.15.3 SERVICE LEVEL AGREEMENT

The successful Bidder will have to sign a Service Level Agreement with the University after receiving of the Official Order, **if applicable.**

2.15.4 STANDARDS

The service supplied will conform to the standards mentioned in the Bid documents and specifications.

2.15.5 DELIVERY AND DOCUMENTS

Delivery of the goods/service will be made by the Bidder to the University in accordance with the terms specified.

The documents to be furnished by the Bidder to the University are as follows:

- Bidder's invoice showing goods/service description, quantity, unit price and total amount.
- Inspection certificate issued by the nominated inspection agency and the Bidder's factory inspection report.

2.15.6 SUPPLY, INSTALLATION AND COMMISSIONING

The Bidder will be responsible to supply, install, commission and recommission the item for the institution at no additional cost to the University.

2.15.7 TRIAL PERIOD AND MONITORING OF SERVICES

N/A

2.15.8 LIABILITY OF SERVICE PROVIDER

The Service Provider shall be responsible for the delivery as per specification.

2.15.9 PAYMENT

At the point of delivery the Service Provider shall submit a Tax Invoice for services/goods provided.

Payment will only be affected within 30 days after the Statement date.

2.15.10 DEDUCTIONS

N/A

2.15.11 **LEGAL REQUIREMENTS**

The service provider must ensure the acquisition, processing and storing of information will be in compliance with the Protection of Personal Information Act 4, of 2013 and adhere to any other relevant legislation, including all Occupational Health and Safety Legislation and Regulations.

2.15.12 **INSURANCE**

The Service Provider shall indemnify the client against any damage or loss that may result from the Service Provider's actions or omissions. Proof of the following insurance policies shall be submitted before any commencement of duties:

- a) All risk covering damage to and theft of the client's property.
- b) Public liability insurance.
- c) Third party.

2.15.13 **GUARANTEE**

The guarantee provided should be replaced for the term of the Contract even when drawn or utilized. Further the guarantee should be in line with inflation increases over the period of the tender or guarantee period.

2.15.14 **DUTIES OF SERVICE PROVIDER**

The duties of the Service Provider are to deliver according to exact specification.

2.15.15 **Required Services**

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2.15.16 **CONFIDENTIALITY AND NON-DISCLOSURE**

"Confidential information" shall mean any information or data which by its nature or content is identifiable as confidential and/or proprietary to the disclosing party and/or any third party, or which is provided or disclosed in confidence and which the disclosing party or any person acting on its behalf may disclose or provide to the receiving party or which may come to the knowledge of the receiving party by whatsoever means, including but not limited to software, documentation (including software manuals)

and any other information relating to the operating and financial structure, business activities and trade secrets of the client and its respective vendors or suppliers, as the case may be;

- a. For the purpose of this clause 12 "receiving party" shall mean that party receiving the other's confidential information and "disclosing party" shall mean that party disclosing its confidential information to the other.
- b. The receiving party may disclose the confidential information only to its officers and employees and then only such officers and employees to whom such disclosure is reasonably necessary; provided that the receiving party shall ensure compliance by such officers and employees to whom such disclosure has been made, with the terms of this agreement and in particular the provisions of this clause 12.
- c. The receiving party agrees:
 - not to disclose the confidential information to any third party for any reason or purpose whatsoever without the prior written consent of the disclosing party, save in accordance with the provisions of this Agreement.
 - not to utilize, employ, exploit or in any other manner whatsoever use the confidential information disclosed pursuant to the provisions of this agreement for any purpose whatsoever other than strictly in relation to the agreement or any service schedule;
 - that the unauthorized or unlawful use or disclosure of the confidential information may cause irreparable loss, harm and damage to the disclosing party.

Accordingly, the receiving party indemnifies and holds the disclosing party harmless against any loss, action, expense, claim, harm or damage, of whatsoever nature, suffered or sustained by the disclosing party pursuant to a breach by the receiving party or any of its officers or employees to whom disclosure is made in terms of this agreement of the provisions of this agreement.

- d. *The receiving party agrees to protect the confidential information of the disclosing party by using the same standard of care used to safeguard its own information of a confidential nature and by taking all reasonable steps to prevent any unauthorized disclosure of such confidential information.*
- e. The disclosing party may, at any time by way of written notice to the receiving party, require the receiving party to return or destroy any material containing, pertaining to or relating to confidential information and to expunge such confidential

information from any word processor, computer or other similar device into which it was entered or programmed and may, in addition require the receiving party to furnish a written statement (certified as correct by a director of the receiving party) to the effect that, upon such return, the receiving party has not retained in its possession, or under its control, either directly or indirectly, any such material. The receiving party shall comply with all requirements in terms of this clause 14 within 7 (seven) days of receipt of written notice thereof.

- The obligations of the receiving party pursuant to the provisions of this agreement shall not apply to any information that:
- is known to or in the possession of the receiving party prior to disclosure thereof by the disclosing party;
- is or becomes publicly known, otherwise than pursuant to a breach of this agreement by the receiving party;
- is known to or in the possession of the receiving party prior to disclosure thereof by the disclosing party;
- is or becomes publicly known, otherwise than pursuant to a breach of this agreement by the receiving party;
- *is acquired or developed independently of the disclosing party by the receiving party in circumstances that do not amount to a breach of the provisions of this agreement;*

2.15.17 **ASSIGNMENT**

The Service Provider shall not cede or assign its rights and/or obligations in terms of this agreement without the prior written consent of the client.

2.15.18 **BREACH AND TERMINATION**

- a. For the purposes of this clause and elsewhere in this agreement, an "event of default" means and includes but is not limited to any of the following circumstances, acts or omissions by the Service Provider, which shall entitle the client to cancel the contract on a one (1) Calendar-month written notice.
 - any compromise or attempt to compromise the Security of the client; or
 - an order placing the Service Provider under judicial management or an order for its final or provisional liquidation is granted or the proposing of any resolution for voluntary winding up, other than for reasons of a bona fide restructuring; or

- the failure by the Service Provider to adhere to the provisions of this agreement, which is not remedied or rectified within 24 hours (or such longer period as the client may in its sole and absolute discretion allow) of receipt of notice requesting such remedial action or rectification.
 - any breach of any material term of this agreement which is not remedied within 24 hours (or such longer period as the client in its sole and absolute discretion may allow) of receipt of notice requesting such remedial action or rectification or
 - any reason regarding restructuring that may require guard complements to be reduced.
- b. Notwithstanding any other provisions of this agreement, the client shall without prejudice or derogating from any of its rights and without incurring any liability whatsoever, be entitled at any time to reject and discontinue the services of the Service Provider.

2.15.19 **EFFECTS OF TERMINATION**

Upon the occurrence of an event of default, the client shall have the right to exercise any one or more or any combination of the following remedies, in addition to any other remedy or remedies which may be available under this agreement, at law or in equity:

- terminate this agreement without any liability on 24 Hours (or such longer period as the client may in its sole and absolute discretion allow) written notice to the Service Provider; claim such damages as it may suffer;
- cancel any or all unfilled services and/or
- purchase or engage the services of another Service Provider.

2.15.20 **DISPUTE RESOLUTION**

- a. Should any dispute, disagreement or claim arise between the parties (hereinafter referred to as "the dispute") concerning this agreement or the interpretation of this agreement or its termination, the parties shall attempt to resolve the dispute by negotiation. In such event and as and when the dispute arises, one party may invite the other in writing to meet and to attempt to resolve the dispute within 7 (seven) days from date of the written invitation.
- b. Should the procedure described in clause a (above) fail and dispute remain unresolved, then in such event the matter shall be referred to each party's respective nominated senior representative and a meeting shall take place between such senior representatives with a view to resolving same. Such meeting must take place within 14 (fourteen)

days after the declaration of the dispute and invitation to resolve the same, unless otherwise agreed.

- c. Should the procedure described in clause a and b (above) fail and a dispute remains unresolved, either party may submit the dispute, in terms of the rules of the Arbitration Federation, to the Arbitration Foundation of Southern Africa. The arbitration shall be held in Vanderbijlpark at client's premises and in the English language.
- d. The parties shall use their best endeavors to ensure that the arbitration is held and concluded, and an award handed down by the arbitrator within 60 (sixty) days, or such extended period as the parties may agree to in writing and failing which agreement within such extended period determined by the arbitrator, after the dispute has been referred to arbitration.

3. SCOPE OF SUPPLY/SPECIFICATIONS

3.1 SPECIFICATIONS

3.1.1. INTRODUCTION

This sets out the specifications to be supplied to VUT by the successful Bidder

3.1.2 RELEVANT EXPERIENCE

The Bidder will be responsible for submitting confirmation regarding existing or previous experience/orders which are or were valid.

3.1.3 SPECIFICATIONS

VUT (Vaal University of Technology) reserves the right to adjust the **quantity** required prior to during or after the Bid process and duration of the order.

If deemed necessary, VUT (Vaal University of Technology) reserves the right to split the Bid between more than 1 (one) Bidder to ensure competitive pricing and accurately supplied specifications.

3.1.4 SCOPE OF WORK

I/we, the bidder indicates that I/us understands the scope of work and the bid price offered is true and correct and shall not be changed unless there is a significant change, agreed to by VUT, in the scope of work, which shall not be in excess 15% of the original bid price.

BIDDERS FULL NAME/S

BIDDERS SIGNATURE

DATE

BID SPECIFICATIONS
TERMS OF REFERENCE
APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY

1. BACKGROUND

Vaal University of Technology (VUT), as one of the higher education institutions in South Africa, has an important role to play in the higher education sector, the geographical region within which it operates and the broad national economy it serves. In addition, as a public higher education institution, the VUT has certain obligations towards the citizens of the country, as recorded in the Higher Education Act (101 of 1997).

2. OVERVIEW OF REQUIREMENTS:

The Vaal University of Technology (VUT) is inviting suitably qualified service providers who are registered with IATA and ASATA, for the rendering of excellence in quality, innovation and cost-effective travel services and related products. The VUT is seeking a travel service provider to create a partnership with, which will explore the most beneficial financial opportunities through an innovative, flexible approach to travel management.

While VUT's corporate objective of cost reduction is paramount, travel is a personal experience and hence personal service is vital. It is expected that the appointed service provider will customize its services for the VUT's employees as much as possible to ensure the highest level of customer satisfaction with proactive participation in advising and guiding prospective travelers.

Providing a one stop travel capability, i.e. everything from corporate travel to conferences and incentives travel, this can be arranged through a central office on a nationwide basis. The travel management company must have a facility to render a professional corporate travel management company to VUT. Ensure a 24-hour service to facilitate amendments to travel arrangements, emergency travel arrangements, accommodation bookings etc.

Management reports on detailed expenses per completed month for each service, inclusive of all savings and exception reports must be submitted together with month-end statements as prescribed by VUT.

2.1 SCOPE OF REQUIREMENTS

Reservations

The TMC will:

- i. Receive travel requests from travelers and/or travel bookers, respond with quotations (confirmations) and availability. Upon receipt of the relevant approval, the TMC will issue the required e-tickets and vouchers immediately and forward the same to the travel booker and traveler via the agreed communication medium.

- ii. Compare the best price of the day of various airline fares, accommodation establishment rates before confirming a booking and maintaining the principles of competitiveness and cost effectiveness in supporting the VUT's cost optimization initiatives.
- iii. Advise the traveler of alternative plans that are more cost-effective and/or more convenient where necessary.
- iv. Obtain a minimum of three (3) price comparisons for international travel, local accommodation and other travel related requests where the routing or destination permits.
- v. Book the best available discounted fares and rates wherever possible and implement Government rates where applicable.
- vi. All rates offered by TMC to the VUT for domestic air and land arrangements must be net and non-commissionable. This will include rates offered by domestic airlines, hotels, and the informal accommodation market e.g., Guest Houses, Bed & Breakfast or similar establishments.
- vii. Make appropriate adjustments for any changes in flight schedules prior to or during the traveler's official trip.
- viii. Respond promptly and process all queries, requests, changes and cancellations accurately.
- ix. Facilitate group bookings (e.g., for meetings, conferences, events, etc.) x. Issue all necessary travel documents, itineraries and vouchers timeously to traveler(s) prior to departure dates.
- x. Assist with the arrangement of foreign currency and the issuing of travel insurance for international trips.
- xi. Only invoice services as approved and described on the Purchase Order for the account of the VUT. The VUT may instruct the TMC to invoice all other finalized expenses separately to the VUT. The VUT may settle the account, and if the Traveler is found liable, recover the amount from the Traveler, subject to the applicable prescripts.
- xii. Facilitate any reservations that are not bookable on the Global Distribution System (GDS).
- xiii. Advise the traveler of all visa and inoculation requirements well in advance. Visa applications will not be the responsibility of the TMC.
- xiv. Ensure confidentiality in respect of all travel arrangements. Xvi. Not charge commission on negotiated airline fares, accommodation establishment rates, car rental rates, etc., that are negotiated directly or established by National Treasury or by the VUT.
- xv. Ensure electronic voucher retrieval via web and smart phones.
- xvi. Implement SMS communication and/or other forms of notifications for travel confirmations.

2.2 Air Travel

The TMC will:

- i. Track and manage unused e-tickets as per agreement with the VUT and provide a report on refund management once a quarter.
- ii. Ensure that the relevant deal codes assigned to Government by the airlines, are loaded onto the TMC's implemented booking system, to make full use of the corporate discounts,
- iii. Provide proof that bookings were made against the discounted rates on the published fares, where applicable, in their report to the VUT.
- iv. For International flights bookings, the TMC shall provide a detailed booking process on how international flights are made (offline through travel consultant or

on SBT). Three quotes are required and should include rules and conditions of airfares as well as luggage. Quotations should be the most cost-effective and be the best routes for the travel programme provided.

- v. Book full-service carriers as well as low-cost carriers.
- vi. Plan, book, arrange and amend domestic, regional and international air travel at the lowest fares available.
- vii. Ensure that the airline ticket includes the applicable airline agreement number as well as the individual loyalty program number of the Traveler.
- viii. Deliver airline tickets electronically (SMS/WA and email format) to the traveler(s) and travel bookers and must load them in the TMC's App once booking has been finalized.
- ix. Timeously confirm bookings electronically via email and SMS, with the relevant reference number, the traveler(s) and travel booker
- x. Endeavor to obtain meaningful savings through negotiating preferential rates for both national and international travel products,
- xi. Enable travel Bookers to use the TMC's preferred SBT to book domestic/regional flights for full-service carriers as well as low-cost carriers, once implemented. The SBT to provide the Travel Booker with flight options from multiple service carriers and the lowest cost option to be selected (where possible).

2.3 Accommodation

The TMC will:

- i. Plan, book, arrange and amend accommodation with hotel groups, private hotels, guesthouses, and address any concerns.
- ii. Negotiate the best rates available with all accommodation establishments on behalf of the VUT and ensure rates do not exceed the maximum allowable rates as per the legislation.
- iii. Ensure that accommodation is booked in accordance with the VUT's travel policy or instructions. Deviations thereto must be authorized by the VUT representative.
- iv. 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/office/location/destination of the traveler.
- v. In instances where a "no rate agreement" is not in place for a particular destination, the TMC will source suitable accommodation bearing in mind the requirement of convenience for the traveler and conformation of acceptable costs, or as stipulated in written directives issued from time to time by the National Treasury or VUT.
- vi. Issue accommodation vouchers to all Travelers for accommodation bookings and create the invoice in terms of the agreement and as stipulated in the SLA.
- vii. Procure accommodation only from graded establishments and, in instances where graded accommodation is not available, the use of establishments which are not graded by the Grading Council may be permitted.
- viii. Accommodation establishments offered by the TMC on the SBT should show the grading star of the establishment.
- ix. For domestic or international accommodation, choose the lowest rate available at suitable accommodation establishments within reasonable distance from place of duty.
- x. Cancel accommodation bookings promptly to guard against no show and late cancellation fees.
- xi. For international accommodation bookings, provide a detailed booking process on how international accommodation bookings are made. Three quotations are

required and should include cancellation and conditions of accommodation bookings. Quotations should be the most cost-effective and in the location of the travel programme provided.

2.4 Vehicle Rental

The TMC will:

- i. Plan, book, arrange and amend vehicle requests with car rental companies, for domestic, regional and international travel arrangements.
- ii. Book the approved category vehicle in accordance with the VUT Travel Policy from the closest rental location (airport, hotel and venue).
- iii. Ensure that relevant information is shared with travelers regarding rental vehicles, like e-tolls, refueling, keys, rental agreements, damages and accidents, etc.
- iv. Book the approved category vehicle in accordance with the VUT Travel Policy
- v. For international travel, the TMC may offer alternative ground transportation to the traveler that may include rail, buses and transfers.
- vi. Be requested to arrange bus transfers from time to time from various locations in South Africa.

2.5 Shuttle/Transfer Service/Rail

The TMC will

- i. Plan, book, arrange and amend shuttle/transfer/chauffeur service. Normally such shuttle/transfer/chauffeur services will be required to and from the traveler(s) residence(s), airport, or place of work.
- ii. Book transfers in line with the VUT's Travel Policy. Transfers can also include bus and coach services.
- iii. Plan, book, arrange and amend other forms of road, water, and rail transport both for domestic, regional and international travel requests.
- iv. Manage shuttle companies on behalf of the VUT and ensure compliance with minimum standards.
- v. Negotiate discounts on standard tariffs with all available shuttle/transfer/chauffeur service and car rental companies.
- vi. TMCs report on negotiated rates that were booked

2.6 Conferencing/events venue and related facilities (optional)

The TMC will:

- i. Facilitate the arrangement of conference requirements as per VUT instruction.
- ii. Not charge a service fee for the arrangement of conferences. Payment for conferencing is to be included in the TMC Management Fee.
- iii. Source three (3) quotations from various venues that are located as close as possible to the venue/office/location where the event will take place.
- iv. Consider this an optional service as the VUT is not obliged to book conferences and related requirements via the TMC.

2.7 After Hours and Emergency Services

The TMC must:

- i. Provide a consultant or team of consultants to assist travelers with after-hours and emergency reservations including changes to travel plans.
- ii. A call center facility or after hours contact number should be available to all travelers.
- iii. After hours' services must be provided from Monday to Friday outside the official hours (08h00 to 16h30) and twenty-four (24) hours on weekends and Public Holidays.
- iv. The TMC to provide a standard operating procedure for managing after hours and emergency services.

2.8 Communication

The TMC must:

- i. Ensure different methods of communication are used to keep stakeholders always informed. The business Traveler, Travel Booker and TMC must be linked in one smooth continuous workflow.
- ii. All enquiries by the VUT must be investigated and prompt feedback provided in accordance with the Service Level Agreement.

2.9 Value Added Services

The TMC must provide the following value-added services as minimum:

- i. Destination information for domestic, regional, and international destinations • Travel alerts. • Health warnings. • Visa information. • Airline baggage policy Airport transit related requirements; • Rules and procedures of the airports.
- ii. Travel audits
- iii. Global Travel Risk Management.
- iv. The bidder must indicate other Value-Added Services that will be on offer to Travelers. Value Added Services are those that do not attract a fee.
- v.

2.10 Cost Management

VUT Travel Policy forms a foundation for a cost savings culture.

- i. It is the obligation of the TMC to always advise on the most cost-effective option, and costs should be within the framework of the VUT Travel Policy.
- ii. The TMC plays a pivotal role in providing high quality travel related services that are designed to balance effective cost management, flexibility, and traveler satisfaction.
- iii. 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 the VUT's Travel Policy to ensure that the Traveler reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

2.11 Change Management and Training

The TMC will:

- i. Provide the VUT with a detailed Change Management and Training Plan (including timelines) for implementing of the contract without interruptions to the

VUT and to ensure a smooth transition between the current VUT system and the appointed TMC.

- ii. Conduct workshops and training sessions for Travel Bookers and travelers in partnership with the VUT.

2.12 Financial Management

The TMC will:

- i. Purchase air travel tickets and make reservations for accommodation, vehicle rental, and shuttle/transfer services for the VUT on receipt of VUT's approved purchase order.
- ii. The TMC's Management Fee will be paid monthly in arrears.
- iii. One VUT consolidated 30-day bill back account must be established and maintained.
- iv. Only invoices received in the name of the appointed TMC, addressed to the VUT, which reflect the purchase order number will be processed.
- v. Invoices must adhere to SARS requirements.
- vi. Manage the 3rd party service provider accounts. This will include the timely receipt of invoices.
- vii. Enable savings on total annual travel expenditure and this must be reported, and proof provided during monthly and quarterly reviews.
- viii. Process prepayments by the TMC should they be required for local accommodation needs. These amounts are to be included in the consolidated bill-back account for payment.
- ix. Consolidated invoices and supporting documentation to be provided to the VUT on the agreed time (e.g., weekly/monthly). This includes attaching the required supporting documentation to the invoices reflected on the Service provider bill-back report.
- x. Commit to ensure that the travel suppliers' accounts are settled timeously.

2.13 Quarterly and Annual Reviews

The TMC shall hold meetings with the VUT to address any issues or problems which may arise. Furthermore:

- i. Quarterly reviews are required to be presented by the TMC on the VUT's travel activity in the previous three-month period. These reviews should be comprehensive and presented to the VUT's SCM and Finance teams as part of the performance management reviews based on the agreed service levels.
- ii. Annual Reviews are required to be presented to VUT Management

2.14 Technology, Management Information and Reporting

The implementation of the TMC's SBT to facilitate domestic/regional bookings is essential to the VUT to optimise the services, but it will only be implemented during the contract period as agreed upon between the VUT and the TMC. Furthermore, The TMC will:

- i. Provide a mobile application where travelers can access all their booking information and be kept informed of any travel news regarding airlines (like baggage policies, checking in arrangements). TMC to advise on their current mobile app capabilities (i.e., travel request, approvals and workflows).
- ii. Provide a traveler tracking system where the movement of traveler will be monitored throughout their travel journey to the destination. The traveler's activities should be kept by the TMC unless there is a perceived safety risk or emergency. The final approver for the travel request must be notified of any perceived safety risk or issues; and a plan to assist the traveler will be arranged by the TMC.
- iii. Have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools. All management information and data input must be accurate.
- iv. Implement all the necessary processes and programs to ensure that all data is secure and not accessible by any unauthorised parties and information is only used for its intended purpose as per POPIA.
- v. Be required to develop all the user profiles and transfer all data to the TMC's SBT system when implemented.
- vi. Provide a procedure document on how the data will be migrated.
- vii. Demonstrate compliance with Data Protection legislation (i.e. POPIA) and best practice by explaining how data is processed, protected and retained by the organisation and how this would apply to the VUT when rendering the required service.
- viii. Report accurately as per VUT's specific requirements at the agreed time.
- ix. Make information available on a transactional level including the name of the traveler, date of travel, spend category (example air travel, shuttle, accommodation).
- x. Provide additional management reports requested by VUT from time to time. Reports must be available in an electronic format, for example Microsoft Excel.
- xi. Report on the agreed dates and must include information as agreed in the Service Level Agreement.

2.15 Account Management

The TMC must:

- i. Provide a dedicated Account and/or Business Manager to the VUT who shall ultimately be responsible for the management of the VUT Travel Portfolio.
- ii. Implement a complaint handling procedure to manage and record the compliments and complaints of the TMC and other travel service providers.
- iii. Ensure that the VUT Travel Policy is enforced.
- iv. Compile comprehensive reports on the travel spend and the performance in terms of the SLA must be presented during quarterly reviews.

2.16 General Notices and Notices pertaining to tariffs/discount adjustments

The TMC must:

- i. Furnish the VUT with notices of imminent tariff adjustments, especially in respect of air travel; and
- ii. Provide the VUT with notices which the TMC receives from the airlines and the airports company pertaining to anything that may cause any inconvenience to the traveler(s), including but not limited to notices of new security and baggage regulations, notices of strikes by relevant personnel and notices of airport refurbishments or changes to the airport's terminal.

2.17 Web-based Self Booking Tool

The SBT should provide for the following:

- i. Automatic confirmation for all bookings and reservations. •
- ii. Access to all VUT negotiated rates for air travel and accommodation.
- iii. Integrated workflow that identifies non-compliance to the VUT Travel Policy.
- iv. Display all quotes on the system for airfares, cabin class, grading for accommodation, car rentals, shuttles, any meals included, best fare of the day etc.
- v. Deal codes to be attached to air fares on the system.
- vi. Allow for simultaneous multiple bookings.
- vii. Allow the booker to reserve seats.
- viii. Able to generate reports.
- ix. Allow for changes, cancellations and exchanges of travel arrangements.
- x. Automated authorizer on process; and
- xi. Allow for segregation of functions (booker and authorizer are different and that the authorizer is not the traveler).

2.18 Office Management.

The TMC must:

- i. Ensure high quality service is always delivered to the VUT's travelers.
- ii. Provide VUT with highly skilled and qualified human resources of the following roles but not limited to: Senior, Junior and Intermediate Consultants; Admin Back Office Support (Creditors / Debtors/ Finance Processors); and System Administrator (General Admin).

3.1.5 BY SIGNING THIS PART OF THE DOCUMENT THE BIDDER UNDERTAKES TO ADHERE TO ALL OF THE ABOVE ASPECTS.

BIDDERS FULL NAME/S	BIDDERS SIGNATURE	DATE
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4. EVALUATION PROCESS

4.1 MANDATORY CRITERIA – CHECKING OF DOCUMENTS

- 4.1.1 VUT has defined minimum mandatory criteria listed in the table below that must be met by the Bidder in order for VUT to accept an offer for evaluation.
- 4.1.2 The pre-qualification evaluation will be carried out by VUT to determine which Bidder's responses are compliant or non-compliant with the bid specifications/requirements issued.
- 4.1.3 Where there is **failure to comply with the mandatory criteria** and/or VUT is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the proposal will be **disqualified**.

4.2 MANDATORY DOCUMENTS / MANDATORY REQUIREMENTS

4.2.1 Mandatory Documents/Requirements

- Tick (√) as confirmation/ability to supply each item.
- Cross (X) if unable to supply each item. If (X), kindly supply details of equivalent/alternative.

MANDATORY DOCUMENTS & REQUIREMENTS		BIDDER INSTRUCTIONS: Complete shaded fields – below "Bidder Check List"	Bidder Check List (√) OR (X)
IDENTIFYING DOCUMENTS:			
1	<u>Either 1.1 OR 1.2 below must be submitted:</u>		
1.1	Copy of Business Entity Registration (Submission of CIPC registration) relevant to Public/Private Companies & Closed Corporations.	Tick (√) as confirmation of submission.	
	OR	OR	OR
1.2	Certified I.D. copy/s of Registered Members (relevant to Sole Proprietaries & Partnerships).	Tick (√) as confirmation of submission.	
TAXATION:			
2.	Submit a Compliance Status (TCS) Pin issued by SARS.	Tick (√) as confirmation of submission.	
	Expiry Date	Fill in expiry date.	
COID(Act)			
3.	Submit Letter of good standing (COID).	Tick (√) as confirmation of submission.	
	Expiry Date	Fill in expiry date.	
FINANCIAL			
4.	Submit most recent Audited Financial statement for purposes of determining the bidder's financial sustainability	Tick (√) as confirmation of submission.	
TERMS:			
ANNEXURES:			
5.	Signature Scope of work and specifications 3.1.4 and 3.1.5	Tick (√) as confirmation of submission.	
6.	Duly completed and signed <i>Form of Bid</i> . ANNEXURE 1	Tick (√) as confirmation of completion.	
7.	Duly completed and signed <i>Declaration of Interest</i> . ANNEXURE 2	Tick (√) as confirmation of completion.	
8.	Duly completed and signed <i>Certificate of Independent Bid Determination</i> . ANNEXURE 3	Tick (√) as confirmation of completion.	

PRICING SCHEDULE:			
9.	Separately submitted Pricing Schedule.	Tick (√) as confirmation of submission.	
GENERAL / OTHER:			
10.	Suppliers agree to adhere to all Health and Safety Protocols.	Tick (√) as confirmation of agreement.	

NB: 'Notwithstanding the provisions of paragraph 2.10 above, where a bidder has failed to submit any of the required document/s or did not fully complete the document, a bidder will be given a period of seven (07) days to submit any such document or to fully complete the document failing which the bidder will be disqualified and not considered further in the bid process'.

OTHER REQUIREMENTS:

BROAD BASED BLACK ECONOMIC EMPOWERMENT:			
<u>Please Note:</u> Neglecting to submit a B-BBEE Certificate will result in 0 (zero) points being allocated when calculating Price & B-BBEE scores.			
1.	Valid & Certified or generated copy of B-BBEE Certificate/Affidavit. Certificate number must be assigned to document as per amended B-BBEE Act. Where a Bidder is exempt or does not qualify for B-BBEE rating, letter stating same must be provided by the Bidder's Auditing Firm or Firm of Accountants. Where a Bidder is exempt or does not qualify for B-BBEE rating, a duly completed and signed Affidavit must be provided as per Amended Construction Sector Code as stipulated and gazetted (Gazette Vol 630 No 41287) AND letter stating same must be provided by the Bidder's Auditing Firm or Firm of Accountants.	Tick (√) as confirmation of submission.	
	Expiry Date	Fill in expiry date.	
	B-BBEE Level	Fill in B-BBEE level.	

BIDDERS FULL NAME/S	BIDDERS SIGNATURE	DATE

4.3 80/20 PRINCIPLE

- 4.3.1 **Bids will be evaluated on the 80/20 preference** points scoring system: that is, 80 of the points awarded will be based on price, as indicated in the table below; and 20 of the points awarded will be based on B-BBEE codes system.
- 4.3.2 VUT has approved a multi-staged evaluation process.
- 4.3.3 VUT may request additional information, clarification or verification in respect of any information contained in or omitted from a Bidder's Bid. This information will be requested in writing.
- 4.3.4 VUT may conduct a due diligence on any Bidder, which may include interviewing customer references or other activities to verify a Bidder's or other information and capabilities (including visiting the Bidder's various premises and/or sites to verify certain stated information or assumptions) and in these instances the Bidders will be obliged to provide VUT with all necessary access, assistance and/or information which VUT may reasonably request.

4.4 EVALUATION CRITERIA:

- 4.4.1 VUT evaluation criteria provide for the accumulation of points for a Bidder based on the extent to which Functionality is expected to be met by Bidders.
- 4.4.2 **Minimum of 70%** (seventy percent) in functionality must be achieved

4.4.3 **Functionality Criteria: see below**

Functionality Criteria

Functional Area	Description	Points	Weight
Professional registration	Membership of the IATA and ASATA	Full registration (5) Conditional registration (3)	10
Company Experience	Number and size of accounts the company has managed	3 Accounts above R5m (5) 2 Accounts above R4m (4) 3 Accounts above R3m (3) 2 Accounts above R3m (2) Less than 3 accounts above R2m (1)	30
Experience of key personnel (CEO/MD)	Number of years' experience in the industry	More than 5 years (5) Four years or more (4) Three years or more (3) Two years or more (2) A year or more (1)	30
Web-based self-booking tool	Existence of a web-based self-booking tool	Web-based self-booking tool (5)	30

The company must meet the minimum functionality threshold of 70% to be considered further in the evaluation process. Furthermore, a sub-minimum of 50% of the points allocated for each functional area must be achieved for a bidder to be considered further in the process. Failure to achieve a sub-minimum 50% on any functional area shall lead to disqualification even if the overall functionality score of 70% has been achieved.

The formula to be used is as follows:

$$Ps = \frac{So}{Ms} \times 100$$

Where

Ps = Percentage scored for functionality by bid under consideration
 So = total score of bid under consideration
 Ms = maximum possible score

4.4.4. PRICE (80) AND B-BBEE (20) CRITERIA

This Stage will focus on Price (80) and B-BBEE (20)

POINTS	CRITERIA	DOCUMENTS REQUIRED
80	Price Points for price will be allocated in accordance with the formula.	Price schedule to be completed.
20	B-BBEE Points on B-BBEE will be allocated in accordance with the Bidders B-BBEE status.	Valid B-BBEE Certificate from SANAS or an accredited verification agency (including assessment report).

4.4.5 B-BBEE SCORE CARD 80/20

B-BBEE CONTRIBUTION LEVEL	POINTS
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-Compliant Contributor	0

4.4.6 PRICE POINTS CALCULATION FORMULA

Calculation for awarding points on pricing as follows:

$$PS = P \times \frac{(1 - (T - LT))}{LT}$$

Where: PS = Price Score
P = Points
T = Bid whose points are being determined
LT = Lowest Bid

ANNEXURE 1

FORM OF BID

RFB Reference Number:	T03/2024
RFB Short Bid Title:	APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY
Name of Bidder:	<i>If company or close corporation:</i>
	Registered name:
	Registered number:
	<i>If partnership:</i>
	Name of partnership:
	<i>If trust:</i>
	Name of trust:
	Master's reference number:
	<i>If association:</i>
	Name of association:
Name of Authorised Representative of Bidder:	<i>If individual:</i>
	Full names:
	SA identity number or foreign passport:
	Name:
	Address:
	Telephone number:
	E-mail address:

ANNEXURE 1

FORM OF BID (Continued)

1. The Bidder hereby:
 - 1.1 acknowledges that it has studied the contents of the RFB, and is fully acquainted therewith;
 - 1.2 accepts and undertakes to comply with the terms and conditions contained in the RFB;
 - 1.3 offers to execute the whole of the contract in accordance with the specifications and conditions of the RFB, at the price set out in the Pricing Schedule attached to the Bidder's Bid;
 - 1.4 confirms that it has satisfied itself as to the correctness of its Bid, and that the price set out in the Pricing Schedule covers all the work items specified in the RFB;
 - 1.5 accepts that any mistakes regarding the price set out in the Pricing Schedule will be binding;
 - 1.6 declares that it is in a sound financial position and has the ability to meet its obligations in respect of any resulting contract;
 - 1.7 agrees to be bound by its Bid for the period set out in the RFB from the closing date for the submission of Bids, and during which period its Bid will be irrevocable, and may be accepted by VUT at any time before expiry of said period;
 - 1.8 declares that the information provided in its Bid is true and correct and not misleading in any material respect;
 - 1.9 acknowledges that VUT is not bound to accept the lowest Bid it may receive;
 - 1.10 acknowledges that unless VUT agrees otherwise in writing no Contract will be deemed to have come into force unless and until a written Contract in respect of the Goods/Services, and any agreed amendments, is signed by VUT and the Bidder; and
 - 1.11 a Bidding contract comes to being upon the signing thereof by VUT and the successful Bidder.
2. All correspondence in connection with this Bid will be directed to the Bidder's authorised representative, the details of whom are set out in the table of the Form of Bid (Annexure 2).
3. Official proof of authorisation of the signatory to the Form of Bid, to be submitted with all the requisite documentation, is required.

SIGNED at _____ on this _____ day of _____ 2024.

Signed by or on behalf of **THE BIDDER**

If signed on behalf of the Bidder, the signatory hereby warrants that s(he) is duly authorised to sign this declaration on its behalf

Full Name(s) _____

Designation _____

ANNEXURE 2

DECLARATION OF INTEREST

1. Any legal person, excluding persons employed by Vaal University of Technology (VUT), or persons having a kinship with persons employed by the VUT, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes a price Bid, advertised competitive Bid, limited Bid or proposal).

In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the VUT, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where –

- the Bidder is employed by the VUT; and/or
- the legal person on whose behalf the Bid document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the Bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.**

2.1 Full Name of Bidder or his or her Representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder¹):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 3 below.

¹ "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the Bidder presently employed by the VUT?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder / members:	<input type="text"/>
Name of VUT Department / Division at which you / the person connected to the Bidder is employed:	<input type="text"/>
Position occupied in the VUT institution:	<input type="text"/>
Any other particulars:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

2.8 Are presently employed by the VUT, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

2.8.1 If yes, did you attach proof of such authority to the Bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid).

2.8.2 If no, furnish reasons for non-submission of such proof:

--

2.9 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the VUT in the previous twelve months? YES / NO

2.9.1 If so, furnish particulars:

2.10 Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the VUT and who may be involved with the evaluation and or adjudication of this Bid? YES / NO

2.10.1 If so, furnish particulars:

2.11 Are you, or any person connected with the Bidder, aware of any relationship (family, friend, other) between any other Bidder and any person employed by the VUT who may be involved with the evaluation and or adjudication of this Bid? YES / NO

2.11.1 If so, furnish particulars:

2.12 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are Quoting for this contract? YES / NO

2.12.1 If so, furnish particulars:

3. FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS

Full Name/s	Identity Number	Personal Tax Reference Number	Personnel Number

4. DECLARATION

I, THE UNDERSIGNED
(FULL NAME/S)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT.

I ACCEPT THAT THE VUT MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE

DATE

NAME OF BIDDER

POSITION

ANNEXURE 3

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all Bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging).² Collusive Bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. The Procurement policy authorises the SCM section (which will include all persons delegated with authority in terms of the Procurement policy section (page 6 of 28)) of the VUT to:
 - 3.1 Disregard the Bid of any Bidder if that Bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - 3.2 Cancel a contract awarded to a Bidder of goods and services if the Bidder committed any corrupt or fraudulent act during the Bidding process or the execution of that contract.
4. This document serves as a declaration that would be used by institutions to ensure that, when Bids are considered, reasonable steps are taken to prevent any form of Bid rigging.
5. In order to give effect to the above, the attached must be completed and submitted with the Bid.

¹ Includes price quotations, advertised competitive Bids, limited Bids and proposals.

² Bid rigging (or collusive Bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a Bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

ANNEXURE 3 (Continued)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying Bid:

T03/2024: APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY

(Bid Number and Bid Description)

in response to the invitation for the Bid made by:

VAAL UNIVERSITY OF TECHNOLOGY (VUT)

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the Bidder to sign this Certificate, and to submit the accompanying Bid, on behalf of the Bidder;
4. Each person whose signature appears on the accompanying Bid has been authorised by the Bidder to determine the terms of, and to sign the Bid, on behalf of the Bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" will include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - 5.1 Has been requested to submit a Bid in response to this Bid invitation;
 - 5.2 Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
 - 5.3 Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder.

6. The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partner in a joint venture or consortium³ will not be construed as collusive Bidding.

³ 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.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

7.1 prices;

7.2 Geographical area where product or service will be rendered (market allocation);

7.3 Methods, factors or formulas used to calculate prices;

7.4 The intention or decision to submit or not to submit, a Bid;

7.5 The submission of a Bid which does not meet the specifications and conditions of the Bid; or

7.6 bidding with the intention not to win the Bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

10. 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.

SIGNATURE

DATE

NAME OF BIDDER

POSITION

ANNEXURE 4

DETAILS OF BIDDER'S NEAREST OFFICE

INFORMATION REQUIRED	DETAILS TO BE COMPLETED
Physical address of nearest office:	<hr/> <hr/> <hr/> <hr/> <hr/>
Telephone number of nearest office:	<hr/> <hr/> <hr/>
Time period for which the nearest office has been used:	<hr/> <hr/> <hr/>
Is the office leased or owned?	<hr/> <hr/> <hr/>

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