



**VAAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

Supply Chain Management Department
Finance

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PRICING SCHEDULE

APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY

BID NUMBER: T05/2024

BID INVITATION DATE

INVITATION DATE: **17 NOVEMBER 2024**

COMPULSORY INFORMATION MEETING

MEETING DATE: **26 NOVEMBER 2024**

MEETING 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)**

EMAIL SUBMISSION: **Vaal University of Technology,
 Andries Potgieter Boulevard, Vanderbijlpark,
 Main Campus, E-Block,
 Bid Box in Room No. E001**

PRICING SCHEDULE

As indicated in the scope of work in the preceding paragraphs, all the prices from the service providers must be netted and non-commissionable. The bidders are therefore requested to indicate their management fees in the table below:

Item	Service	Management Fee as a percentage of cost
1.	International Flights	
2.	Local Flights	
3.	Accommodation	
4.	Car rental	
5.	Shuttle Services	
6.	Additional services (Visa applications, etc)	
AVERAGE MANAGEMENT FEE AS A % OF COST		

1. Please indicate your SUPPLIER NAME: _____

COMPANY FULL NAME/S

BIDDERS SIGNATURE

DATE