



BID DOCUMENT

RENDERING OF TRAVEL MANAGEMENT SERVICES IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR THE FREE STATE PROVINCIAL TREASURY FOR A PERIOD OF THREE (3) YEARS

BID NUMBER: FSPT005/22/23

INFORMATION SESSION

Date: 19 January 2023

Venue: Microsoft Virtual Sessions

Time: 11h00

NB: In order to be part of the information session, please send your email address to **FSPT005@treasury.fs.gov.za** on or before **9 January 2023** so that the link will be made available to you.

CLOSING DATE : **27 January 2023**
TIME : **11H00 AM**
VALIDITY PERIOD : **120 DAYS**

SUBMIT TENDER DOCUMENT TO:

POSTAL ADDRESS: or
HEAD OF DEPARTMENT: FREE STATE PROVINCIAL TREASURY
PRIVATE BAG X 20537, BLOEMFONTEIN, 9300

TO BE DEPOSITED IN:
THE TENDER BOX AT THE
NO: 55 CORNER MIRRIAM
MAKEBA AND MARKGRAAFF STREETS, FIDEL
CASTRO BUILDING, BLOEMFONTEIN, 9300

BID SUBMISSION CHECKLIST

Bidders are required to complete the following checklist and to submit it with their bids:
Please note that all the information listed below should be included in the bid.

		COMPLIANT? (TICK <input type="checkbox"/> IN APPROPRIATE BOX)	
NO	REQUIREMENT	YES	NO
1	SECTION 1		
1.1	Standard Bidding Documents:		
SBD 1	Invitation		
SBD 3.2	Pricing Schedule – Non-Firm Prices and Price Escalation		
SBD 4	Declaration of Interest		
SBD 6.1	Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2017		
2	SECTION 2		
2.1	Special Conditions of Contract (SCC)		
3.	SECTION 3		
3.1	General Conditions of Contract (GCC)		
4.	ATTACHMENTS		
4.1	Proof of business / company address-(municipality account required, Municipal Clearance certificate or rental agreement)		
4.2	Bidders are required to submit proof of certificates of their International Air Transport Association (IATA) and Association of Southern African Travel Agents (ASATA)		
Annexure A	Joint Venture or a Consortium to be completed and returned		
Annexure B	Car Rental Companies' Group and SIPP code categorisation		

The successful bidder(s) will be required to fill in and sign a written contract form (SBD 7)

SECTION 1



SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FREE STATE PROVINCIAL TREASURY					
BID NUMBER:	FSPT005/22/23	CLOSING DATE:	27-January 2023	CLOSING TIME:	11:00
DESCRIPTION	RENDERING OF TRAVEL MANAGEMENT SERVICES IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR THE FREE STATE PROVINCIAL TREASURY				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Postal Address: Provincial Treasury Private Bag x20537 Bloemfontein 9300			or	Street Address: Free State Provincial Treasury No. 55 Cnr. Markgraaff and Miriam Makeba Streets Tender/Bid Box situated at the ground floor Fidel Castro Building	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	R Tlhomelang		CONTACT PERSON	MA Mokoena / T Shemane	
TELEPHONE NUMBER	051 403 3621		TELEPHONE NUMBER	051-403 3733 / 051 405 5456	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	fspt005@treasury.fs.gov.za		E-MAIL ADDRESS	fspt005@treasury.fs.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**PRICING SCHEDULE – NON-FIRM PRICES
SERVICES**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

NAME OF BIDDER _____ BID NUMBER: FSPT005/22/23 Closing Time 11:00 on 27 January 2023 Validity Period: 120 Days		
ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY VAT INCLUSIVE
	RENDERING OF TRAVEL MANAGEMENT SERVICES IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR FREE STATE PROVINCIAL TREASURY DEPARTMENTS Traditional and Online Bookings	
1.	DOMESTIC: AIR TRAVEL	FEE PER PERSON
1.1	Domestic Air ticket	
1.2	Air Ticket – Reissue Domestic	
1.3	Refund Admin Fee (Excluding airline charges) straight refund	
1.4	Lost Ticket indemnity fee(excluding airline charges)	
1.5	Change Booking Fee	
1.6	Cancellation Fee	
1.7	Parking	
1.8	Travel Insurance	
1.9	SMS Notification	
2.	INTERNATIONAL: AIR TRAVEL	BOOKING FEE
2.1	International Air Ticket	

2.2	Air ticker – reissue International	
2.3	Refund Admin Fee (excluding airline charges) Straight refund	
2.4	Lost Ticket indemnity fee (excluding airline charges) straight refund	

	RENDERING OF TRAVEL MANAGEMENT SERVICES IN RESPECT OF AIR TRAVEL, CAR HIRE AND ACCOMMODATION FOR DOMESTIC AND/OR INTERNATIONAL TRAVEL FOR FREE STATE PROVINCIAL TREASURY DEPARTMENTS	
	Traditional and Online Bookings	
2.5	Change Booking Fee	
2.6	Cancellation Fee	
2.7	Parking	
2.8	Travel Insurance	
2.9	SMS Notification	
2.10	24 Hour emergency call centre charges (subcharge) including weekends and public holidays	
2.11	Transfer Services	
3.	ACCOMODATION	BOOKING FEE
3.1	Domestic Accommodation (including Bed & Breakfast)	
3.2	Domestic Accommodation (excluding Breakfast)	
3.3	Group of more than 5 - Domestic Accommodation (including Bed & Breakfast)	
3.4	Group of more than 5 - Domestic Accommodation (excluding Breakfast)	
3.5	24 Hour Emergency call Center charges (Sub charge) including weekend and public holidays.	
3.6	Long –term Stay 7% for 8 days and longer	

	Long-Term stay Accommodation for Domestic and international travel	
3.7	International Accommodation (including Bed & Breakfast)	
3.8	International Accommodation (excluding Breakfast)	
3.9	Group of more than 3 - International Accommodation (including Bed & Breakfast)	
3.10	Group of more than 3 - International Accommodation (excluding Breakfast)	
3.11	Accommodation Booking Fee including Bill Back	
3.12	Refund Admin Fee	
3.13	Change Booking Fee	
3.14	Visas (per passport)	
3.15	Emergency Visa Fee (per passport)	
3.16	Visa 2-4 pax per person	
3.17	Visa 5 plus pax per person	
3.18	Cancellation fee	
3.19	Parking	
4.	CAR HIRE/ TRANSPORT	BOOKING FEE
4.1	Domestic Car Hire	
4.2	International Car Hire	
4.3	Car Booking including Bill Back Fee	
4.4	Shuttle services	
	Domestic	
	International	
4.5	Chauffeur Services	
4.6	Rail/Bus Bookings	
4.7	Change Booking Fee	

4.8	Cancellation Fee	
5.	BUNDLE FEE	BOOKING FEE
5.1	Bundle Fee (Accommodation, Air Travel and Car Hire)	
5.2	Change Booking Fee - 24 Hours	
5.3	Cancellation Fee - 24 Hours	
6.	OTHER SERVICES	BOOKING FEE
6.1	Electronic management reporting	
6.2	Electronic Account reconciliation and matching (up to 20 transactions a month)	
6.3	Electronic Account reconciliation and matching (over 20 transactions a month)	
6.4	Electronic Account retrieval (via smartphone or web)	
6.5	International Drivers License	
7.	REQUIRED BY : FREE STATE PROVINCIAL TREASURY	YES/NO
7.1	Does offer copy with specifications	
7.2	If not to specification, indicated deviation(s)	

PRICING SCHEDULE – NON-FIRM PRICES

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. e.g. Labour, transport etc.)	P PERCENTAGE OF BID PRICE

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDERS DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

² 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.

- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6.1 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to ~~exceed~~/not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

3.3 POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{max} = Price of highest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2

Non-compliant contributor	0	0
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5. **BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 3.3 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. **SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		

Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

- RF
- 1.
 - 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

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SECTION 2

SPECIAL CONDITIONS

1. LEGISLATIVE AND REGULATORY FRAMEWORK

- 1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

2. REQUEST FOR BID

- 2.1 This is an invitation for Bidders to submit a bid for the provision of the services as set out in this Special Conditions Of Contract.
- 2.2 Bidders should bid for Traditional **and** Online Bookings.
- 2.3 The Free State Provincial Treasury wishes to enter into an exclusive agreement with Travel Management Companies (**TMC**) whereby all arrangements in travel, accommodation and car rental bookings by the Free State Provincial Treasury are referred to these travel management companies.
- 2.4 The Travel Management Companies will be expected to sign a Service Level Agreement (SLA) with Free State Provincial Treasury for a period of Three (3) years..

3. OBJECTIVE

- 3.1. The Travel Management Companies is applicable to Free State Provincial Treasury
- 3.2 The objective of the Request for Bid (**RFB**) is to appoint Travel Management Companies (**TMCs**) in line with government's objectives to -
- provide travel management services that are consistent and reliable;
 - ensure that quality service is rendered in line with the Service Level Agreement;

- improve spend visibility through detailed management reporting;
- operate within the travel policy to assist with the improvement of End-user behaviour in order to minimise fruitless and wasteful expenditure;
- ensure the efficient and effective facilitation of domestic and international travelling and accommodation bookings requirements for the Free State Provincial Treasury;
- provide separate reports for the Free State Provincial Treasury's travelling and accommodation expenditure for all their components;
- ensure that the most economical travelling and accommodation means are utilized by the Free State Provincial Treasury ; and
- ensure that the **National Travel Framework (NTF) and the PFMA Instruction Note no. 07 of 2022/23: Cost Containment Measures related to Travel and Subsistence** are attained with respect to the travelling and accommodation service sectors.

4. DEFINITIONS

“accommodation” means the rental of lodging facilities while away from one's place of residence while on official business;

“after-hours services” means a travel or and enquiry that is actioned after normal working hours, i.e. 17h00 to 8h00 on Mondays to Fridays and twenty-four (24) hours on weekends and public holidays;

“air travel” means travel by airline on official business;

“authorising official” means the official who has delegated authority in terms of the Institution's approved delegations, to approve travel requests and expenses;

“best price of the day” means–

- (a) for airline bookings: the lowest fare offered at the time of booking, provided that this fare is offered in conjunction with suitable travel times. TMC to take cognisance of airline discount agreements negotiated by National Treasury;
- (b) for accommodation bookings: the lowest rate available at suitable accommodation establishments within reasonable distance from place of duty. The TMC will determine the most appropriate star rating, based on an assessment of government business requirements and total cost of travel

(typically, accommodation rates plus transportation costs). TMC take cognisance of the maximum allowable accommodation rates prescribed by National Treasury;

“**car rental**” means the rental of a vehicle for a defined period of time by a traveler for official business purposes;

“**delegated official**” means an official authorised in writing by the AO/AA in terms of sections 44 and 56, respectively, of the PFMA or any other enabling legislation to exercise a power or perform a duty set out in the relevant legislation, subject to such conditions as may be determined by the relevant AO/AA;

“**domestic travel**” means travel within the borders of the Republic of South Africa. ~~or within the borders of the foreign country where the official is based;~~³

“**emergency**” means an event where unforeseen and unavoidable circumstances (either personal and, or, business related), including but not limited to, a death, illness, health risk, disaster management operations, or a business environmental risk, requires a booking for travel or a diversion from the original planned trip; an Emergency reservation means the booking of travel arrangements when unforeseen circumstances necessitate an unplanned trip or a diversion from the original planned trip

“**Governance Committee**”⁴ means external and internal members belonging to a body that provides oversight and assurance functions over the operations of The Free State Provincial Treasury. Such Governance Committees include:

- a) The Board and its sub-committees;
- b) Departmental Audit Committees;
- c) Departmental Risk Committees;
- d) Departmental Anti - Corruption Committees;

³ The location, town, city, or country, as the case may be, where the Official in the normal course reports for work.

⁴ Institutions may include other governance committees applicable to the Institution which include external members.

“incidental expenses” means minor expenditures associated with authorised business travel. These expenses comprise an immaterial part of the travel and entertainment costs that a person might incur. These expenditures are usually paid by the traveller, since they are so small and are covered by the subsistence allowances under normal circumstances. Examples of these expenses are gratuity for table and room service, reading matter, private telephone calls, Liquid Refreshments which do not form part of the Meals and any similar minor expense;

“international travel” means travel outside the borders of the Republic of South Africa. or outside the borders of the foreign country where the official is based;⁵

“institution” means a department, constitutional institution, public entity and government business enterprise listed in Schedules 2 and 3 to the PFMA;

“Institutional Travel Policy” means the internal travel policy developed by each Institution and approved by the AO/AA or delegated official which is in compliance with the minimum requirements of the NTF;

“liquid refreshments” means any drink and includes, inter alia, coffee, tea, sodas, bottled water, and fruit juices, but excludes any alcohol or spirits, malt or related substances;

“meals” means breakfast, lunch and dinner and include any liquid refreshments;

“official business” means the authorised performance of the institution’s functions in terms of its mandate and strategic, operational and performance plans;

“official” means any person employed by, or seconded to an institution, unless specified otherwise in this policy;

“place of duty” means the place, other than the place of work, where the official report for duty and official business or is otherwise on duty, e.g. an external meeting venue, conference venue or workshop;

⁵ The location, town, city, or country, as the case may be, where the Official in the normal course reports for work.

“place of work” means the place of work identified in the official’s contract of employment to render principal official duties;

“reasonable actual expenses” means essential and inevitable expenses which are inexpensive, moderate and agreeable;

“shuttle service” means the service offered by a shuttle service company to transport a traveler from one point to another;

“subsistence allowance” means any allowance paid by the institution to the official for expenses incurred or to be incurred in respect of personal subsistence and incidental expenses;

“traveller”⁶ means a person travelling at the behest of the institution on authorised business;

“travel advance” means a sum of money paid to an official prior to an official business trip. An advance would typically cover reimbursable expenses such as meals, transportation, lodging, and incidental items;

“travel allowance” is any allowance paid or advance granted by the Institution to the official for the use of his or her private motor vehicle for the Institution’s business purposes;

“travel authorisation form” means the official form (manual or electronic) used by the Institution reflecting the detail and order number or unique authority number of the official business trip that the relevant authorising official approves;

“travel booker” means the person coordinating travel reservations on behalf of the traveler directly, or through the TMC consultant on behalf of the traveler;

⁶ Institutions may include other categories of Travellers, e.g. executives, other policy beneficiaries in line with applicable employment conditions (e.g. Institution bereavement, wellness and recruitment policies); Research collaboration support such as researchers and postgraduate students utilising shared research platforms; Non-executive members; appointed members of a Committee; appointed members of a Commission of Enquiry; persons appointed as advisors on grounds of policy considerations in terms of section 12A of the Public Service Act of 1994; interview candidates, invited guests, care attendants to a Traveller with a disability and other government employees where an employer-employee relationship exists as defined in the Labour Relations Act or similar, e.g. International Labour law (in the case of employees based in foreign countries) and other applicable legislation.

“travel expenses” means expenses incurred by a traveler while he/she is authorised official Business trip. Examples of travel expenses may include expenses on accommodation, transportation and meals;

“Travel Management Company” means the service provider contracted to provide travel management services, which is inclusive of the procurement of travel related services; and

“travel voucher” means a document issued by the TMC to confirm the reservation or payment, or both, of specific travel arrangements.

5. SCOPE OF WORK

The travel management services will include but will not be limited to the following:

5.1 General

- 5.1.1 The contracted services will be provided to all End-users travelling on behalf of Free State Provincial Treasury. This will include employees and contractors, consultants and clients where the agreement is that Free State Provincial Treasury is responsible for the arrangement and cost of travel of such persons.
- 5.1.2 The Travel Management Company (TMC) will make all reservations in line with the Free State Provincial Treasury Departmental Travel and Subsistence Policy.
- 5.1.3 The TMC must ensure that the final selection of flights, hotels and other services is authorised prior to the issuing of air tickets, vouchers and other travel documentation.
- 5.1.4 Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the Travel Management Company's account.
- 5.1.5 The participation in third party incentive schemes promoting sales of a specific product etc. is not allowed.

- 5.1.6 The TMC will create End-user Profiles for all End-users and ensure that the information is updated.
- 5.1.7 The TMC will assist to manage the third party service providers by addressing service failures and complaints against these service providers.
- 5.1.8 The institution must manage the TMC to deliver cost-effective and operationally efficient support in achieving the institution's mandate.
- 5.1.9 All rates offered by TMCs to institutions for domestic air and land arrangements must be net and non-commissionable.⁷ This will include rates offered by domestic airlines with which National Treasury has agreements, accommodation establishments, car rental providers and the informal accommodation market e.g., guest houses, bed & breakfast or any other similar establishments.
- 5.1.10 A transparent relationship between the Free State Provincial Treasury and the TMC must be maintained, and any commissions earned through the Free State Provincial Treasury volumes will be reimbursed to the Free State Provincial Treasury. Where it is found or suspected that commissions are earned by the TMC for a specific institution's travel bookings, the Free State Provincial Treasury may demand that all these commissions must be declared and reimbursed to the Free State Provincial Treasury or set-off against the TMC fees to the credit of the Free State Provincial Treasury.
- 5.1.11 The Free State Provincial Treasury will only pay the transaction fees and/or management fees as agreed in the Service Level Agreement between the parties and the actual cost of the airline ticket, accommodation, car hire or shuttle service.
- 5.1.12 The TMC must only issue travel vouchers (accommodation and ground transportation) and air tickets after the receipt of the travel authorisation or purchase order.
- 5.1.13 In the event of an after-hours reservation, the TMC must execute the request based on a verbal approval or approval via short message service or email

⁷ The net and non-commissionable rate means a rate that does not include any third party reward, i.e. a rate must not be marked up to include any commissions, rebates, overrides or any volume driven incentives.

from the authorising official. The Free State Provincial Treasury must present the Travel Authorisation Form or purchase order to the TMC within 72 hours after the request was executed by the TMC or where not practical, within 24 hours upon return to the place of work, to avoid irregular or fruitless and wasteful expenditure.

5.1.14 The TMC must follow up with the Free State Provincial Treasury and upon failure by the Free State Provincial Treasury to submit the Travel Authorisation Form or purchase order, the TMC may proceed to invoice the transaction.

5.1 **Travel Lodge Card**⁸

5.2.1 The Free State Provincial Treasury may lodge their travel credit card (“lodge card”) with the TMC as a mechanism to improve the regulated 30-day payment cycle for travel expenses and not to burden the TMC’s cash flow.

5.2.2 The Free State Provincial Treasury may use the lodge card to pay for air travel costs. For land arrangements, such as ground transportation and accommodation, the Free State Provincial Treasury use the bill-back method, or the option of virtual cards may be considered.

5.2.3 The TMCs cannot pay themselves their management/service fee through the lodge card. The Free State Provincial Treasury pays the TMC directly on receipt of their invoice.

5.3 **Reservations**

5.3.1 The TMC will always endeavour to make the most cost-effective travel arrangements while taking the convenience and requirements of the End-user into consideration.

⁸ [Government Gazette No. 37042 15 November 2013](#)

- 5.3.2 The TMC must have a full understanding of all the destinations and routings to be able to advise the End-user of alternative plans that are more cost effective and more convenient where necessary.
- 5.3.3 A minimum of three (3) price comparisons/quotations must be obtained for all travel requests, unless it is not possible in which case **written reasons** for not adhering to this requirement must be submitted by the TMC.
- 5.3.4 The TMC will book the negotiated discounted fares and rates where possible.
- 5.3.5 The TMC will respond timely and process all requests, changes and cancellations timeously and accurately.
- 5.3.6 The TMC will advise the End-user of all visa and inoculation requirements well in advance.
- 5.3.7 The TMC will assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.

6. AIR TRAVEL

6.1 General Principles

- 6.1.1 Air travel should only be undertaken after remote communication tools, such as teleconferencing and video conferencing, have been considered. Institutions, through their authorising officials, travel bookers and, or, TMCs, must make every attempt to reduce travel costs by comparing the cost advantage of using alternative communication tools.
- 6.1.2 The authorising official must be satisfied that there is a demonstrated business need and must consider the following when selecting a fare for air travel:
 - a) **Fare class:** all air travel must be booked using the best price of the day and in the class of travel permitted under the National Treasury Framework.
 - b) **Fare type:** The Free State Provincial Treasury–Travel Policies ~~must~~ address the use of restricted fare types as follows:

- i. where there is a high degree of certainty of arrival or departure times, travellers, travel bookers and TMC must consider restricted fare types;
 - ii. where there is a possibility that a scheduled meeting will not proceed, or there is uncertainty around the time that a scheduled meeting may conclude, travellers, travel bookers and TMC must consider whether the additional cost of flexible fares outweighs the cost of possible changes or cancellation fees.
- c) Value for money: travellers, travel bookers and TMC must compare fare classes and types across airlines servicing the particular route required.
- d) Advance booking: in order to benefit from the available best price of the day, domestic travel should be booked at least seven days in advance, where possible. The most cost effective options are available when making travel bookings/reservations more than 14 days prior to departure. International travel should be booked at least three weeks in advance, where possible.

6.2 **Class of Travel**

6.2.1 **Air Travel (including travel to neighbouring and regional countries) that are five hours or less**

- 6.2.1.1 The standard of air travel for air travel of five hours or less must be in economy class. Any exceptions to this rule must be approved by the AO/AA or delegated official.
- 6.2.1.2 Business class is permitted in exceptional cases for trips less than five hours (from origin airport to destination airport) but requires prior approval of the AO/AA or delegated official.
- 6.2.1.3 Notwithstanding paragraphs 6.2.1.1 and 6.2.1.2, AO/AAs or delegated officials of institutions may approve the purchase of business class tickets—

- a) for travellers with disabilities;⁹
- b) for travellers with special needs¹⁰ based on medical grounds;
- c) in cases where economy class flights are not available¹¹ travel bookers and, or TMC are not allowed to book business class unless approved by the AO/AA or delegated official, where it has been confirmed that the airline class was full and no other applicable flights are available;
- d) where the business class ticket is the same price or cheaper than the economy class ticket to the same destination.¹²

6.2.2 International Air Travel exceeding five hours

- 6.2.2.1 International travel requires the approval of the most senior official or a duly delegated official of the Free State Provincial Treasury.
- 6.2.2.2 The standard of air travel for international flights exceeding five hours shall be economy class, however, the AO/AA or delegated official is authorised to approve a higher class based on the merits of each request.
- 6.2.2.3 Business class is permitted for trips that exceed five hours (from origin airport to destination airport) but requires prior approval of the AO/AA or delegated official.
- 6.2.2.4 Business class tickets may only be purchased for the following persons, unless the person elects to fly economy class:
 - a) Directors-General or persons holding equivalent ranks in departments;
 - b) Deputy Directors-General or persons holding equivalent ranks in a department;¹³

⁹ Disability for purposes of this document is defined as a person who are physically impaired and/or requires assistance to move or are depended upon a wheelchair.

¹⁰ Special needs mean a distinctly different need of a Traveller that requires the AO/AA or Delegated Official to make a judgment call to provide for such a need. A medical certificate noting the medical need and the applicable period of time must be provided.

¹¹ A complete and accurate trail of such cases must be kept by the AO/AA or Delegated Official for audit purposes

¹² A complete and accurate trail of such cases must be kept by the AO/AA or Delegated Official for audit purposes.

¹³ This does not apply to persons holding other ranks/positions but who are remunerated at salary levels 14 or 15.

- c) Persons appointed on grounds of policy considerations in terms of section 12A of the Public Service Act, 1994 (i.e. advisors to executive authorities);
- d) AO/CEO of constitutional institutions;
- e) Officials at the level of management that report directly to the AO of a constitutional institution;
- f) Members of the AA (Board) of public entities (schedule 2 and 3 of the PFMA);
- g) Members of the CEO's executive committee that report directly to the CEO or to any other person in charge of the public entity; and
- h) Non-executive members serving on any Governance Committee of an Institution;¹⁴

6.2.2.5 Notwithstanding paragraph 6.2.2.2, 6.2.2.3 and 6.2.2.4 above, the AO/AA or delegated official may approve the purchase of business class tickets–

- a) for travellers with disabilities;¹⁵
- b) for travellers with special needs¹⁶ based on medical grounds;
- c) in cases where economy class flights are not available¹⁷ travel bookers and, or TMC are not allowed to book business class unless approved by the AO/AA or delegated official, where it has been confirmed that the airline class was full and no other applicable flights are available;
- d) where the business class ticket is the same price or cheaper than the economy class ticket to the same destination.¹⁸

¹⁴ These Governance Committees include audit committees and risk management committees

¹⁵ Disability for purposes of this document is defined as a person who are physically impaired and/or requires assistance to move or are depended upon a wheelchair.

¹⁶ The term 'Special needs' means a distinctly different need of a Traveller that requires the AO/AA or Delegated Official to make a judgment call to provide for such a need. A medical certificate noting the medical need and the applicable period of time must be provided.

¹⁷ A complete and accurate trail of such cases must be kept by the AO/AA or Delegated Official for audit purposes.

¹⁸ A complete and accurate trail of such cases must be kept by the AO/AA or Delegated Official for audit purposes.

6.3 **Changes to air tickets**

- 6.3.1 If exceptional circumstances necessitate a change to a booking, it must be authorised by the authorising official, irrespective of whether it has a cost implication or not. Authorising officials must keep these changes to a minimum to mitigate the incurrence of fruitless and wasteful expenditure.
- 6.3.2 The cost associated with changes will be subject to the rules of the particular airline and may include penalty fees.
- 6.3.3 The cost incurred because of changes requested by a traveller for his or her convenience or lack of discipline will be for the Traveller's personal account. If the traveller does not immediately settle the additional expense, the Free State Provincial Treasury will cover the initial cost, and if the traveller is found liable, recover the amount from the traveller.
- 6.3.4 The Free State Provincial Treasury will carry the cost for changes because of changed business requirements or any circumstances outside the traveller's control, and if such expense is not justifiable, it is fruitless and wasteful expenditure.

6.4 **Cancellations and Refunds**

- 6.4.1 The traveller must inform either the TMC or the travel booker immediately if he or she realises that they will not be able to take a specific flight which has already been booked.
- 6.4.2 If the traveller will not fly to the same destination within the next six months, the air ticket must be cancelled immediately and a refund must be obtained. The refund of tickets is subject to the class of travel and airline rules.
- 6.4.3 If the traveller will be travelling to the same destination within the next six months, the air ticket must be immediately amended to the new date if the exact date is known at the time. The re-use of the ticket is subject to the class of travel and airline rules.
- 6.4.4 The traveller, travel booker and TMC must keep record of unused air tickets and refer to such record prior to booking a new ticket. If the air ticket is not used within six months, the Free State Provincial Treasury must request the TMC to cancel the air ticket prior to the expiry date.

6.4.5 If the traveller fails to inform the travel Booker or TMC before the air ticket expires and a cancellation fee is incurred, the-Free State Provincial Treasury will cover the initial cost, and if the traveller is found liable, recover the amount from the traveller.

6.4.6 Where non-refundable air tickets are cancelled, the TMC must disclose the amount of taxes recoverable and the TMC must recover the taxes and credit the Free State Provincial Treasury accordingly. Airline rules apply.

6.5 **Baggage Allowance**

6.5.1 The travellers must acquaint themselves with the baggage policy of the airline that he or she will be travelling on. The airline's baggage policy will provide information on the prescribed baggage allowance and the cost for baggage in instances where the airline charges separately for baggage.

6.5.2 Based on the class of travel, the airline prescribes the specific number of pieces of luggage that it allows, as well as the weight and size per piece.

6.5.3 The traveller will incur a fee if his or her baggage exceeds the weight, specified dimensions or the number of items allowed. Such cost is for the traveller's personal account.

6.5.4 The Free State Provincial Treasury—reimburses excess baggage for exceeding the baggage allowance if it is due to a valid business reason.

6.6 **Airport Lounge Facilities**

Business class travelers and travelers with selected loyalty card status have access to the lounge facilities of the respective airlines. Lounge facilities are available at a cost to economy class travelers at certain airports. These costs are for the traveler's own personal account.

7. **ACCOMMODATION**

7.1 **General Principals**

7.1.1 The institution shall provide accommodation for officials who are required to perform authorised official business duties away from their normal place of work.

- 7.1.2 Domestic overnight accommodation for travellers is limited to instances where—
- (a) the distance travelled exceeds 300 kilometres on a return journey (150km each way) from the place of work to the destination;
 - (b) the meeting/ conference/workshop is held over a number of days; or
 - (c) the event finishes after hours.
- 7.1.3 When choosing domestic or international accommodation, the travel booker, and, or TMCs must choose the lowest rate available at suitable accommodation establishments within reasonable distance from place of duty. The travel booker will select the most appropriate star rating, based on what is allowed in this Policy, business requirements and total cost of travel (typically, accommodation rates plus transportation costs).
- 7.1.4 Domestic accommodation selected must not exceed the maximum allowable rates as prescribed by National Treasury. Any exceptions to this rule must be approved by the AO/AA or delegated official.
- 7.1.5 The AA/AO or delegated official may only approve domestic accommodation costs that exceed the maximum allowable rates under the following circumstances:
- a) During peak holiday periods;¹⁹
 - b) When the demand is high and the accommodation establishments are sold out;
 - c) The accommodation that is still available is priced higher than the maximum allowable rates. In this case the travel booker must book the most reasonable option and retain a record of why the maximum was exceeded;
 - d) When officials are required to stay over in the accommodation establishment where the official business is conducted to avoid additional traveling cost; and

¹⁹ Peak holiday period means a period during South African school holidays and public holidays as provided for in the South African calendar.

e) If there is an operational requirement.²⁰

7.1.6 The area to which a traveller is travelling shall be taken into account when accommodation is booked, to ensure that it is adequate and reasonably priced. Where suitable accommodation is not available, accommodation of a comparable standard shall be arranged.

7.1.7 Special dietary requirements must be considered when the most relevant accommodation option is booked. If the accommodation establishment does not cater for special dietary requirements, then a room excluding meals must be booked (bed-and-breakfast or room only). The traveller may claim the actual expenditure for the meals (not exceeding the maximum daily amount and must be accompanied by receipts as supporting evidence).

7.1.8 Travellers are personally responsible for settling all extras on the accommodation bill, such as telephone, mini-bar items and liquor, prior to checking out.

7.1.9 Travellers are responsible for checking Accommodation bills for accuracy and signing them off prior to checking out.

7.1.10 If the traveller fails to check out and not settle the additional charges and not sign the bill, the Institution will settle the account, and if the traveller is found liable, recover the amount from the traveller.

7.1.11 Only the services approved and described on the travel voucher that correspond with the Travel Authorisation Form is for the account of the institution and the TMC only invoices this to the Free State Provincial Treasury. The Free State Provincial Treasury instructs the TMC to invoice all other unauthorised expenses separately to the Free State Provincial Treasury and deal with these in terms of paragraph 7.1.10.

7.1.12 Some accommodation establishments do not offer meal facilities and will provide meal vouchers in lieu of the meal which can be redeemed at facilities

²⁰ Example: VIP Protectors to stay in the same hotel as their VIP; Visiting Heads of State / Heads of Government; during major events such as WEF, SADC etc. where the hiring of an operational room in the hotel where the VIP's are accommodated is necessary. Furthermore is it sometimes an operational requirement for an entire delegation to stay in the same place of accommodation to reduce additional travelling cost.

with which the establishment have made arrangements. The traveller may not request or demand cash from an accommodation establishment in lieu of the meal cost included in the The Free State Provincial Treasury travel accommodation voucher. Such action is misconduct and must be dealt with in terms of the The Free State Provincial Treasury–Disciplinary Policy. In exceptional cases, where the accommodation establishment offers cash because there is no alternative, it may be accepted.

7.1.13 Accommodation shall only be provided for the duration of the conference or event taking place, as well as one day before and, or after such event only if circumstances necessitate this. Should a traveller request to stay longer at a particular venue/hotel, the costs shall be for the personal account of the traveller (for example if a workshop is on a Monday and the traveller prefers to travel on the Friday before, then the costs for Friday and Saturday nights shall be borne by the traveller).

7.2 Class of Accommodation

7.2.1 Domestic Accommodation

7.2.1.1 Institutions may enter into agreements, through the normal prescribed procurement process, with accommodation facilities to secure rates that are lower than the maximum allowable rates prescribed by National Treasury.

7.2.1.2 The maximum allowable rates are per star grading and type (room only, bed-and-breakfast or dinner-bed-and-breakfast) for domestic accommodation within which a traveller is allowed to be accommodated in accordance with his or her organisational level or position within the institution.

7.2.1.3 The standard class of domestic accommodation must be a three-star establishment or equivalent accommodation establishment, unless approved otherwise by the AO/AA or delegated official.

7.2.1.4 The following persons may stay in a four-star establishment or equivalent accommodation establishment, unless the person elects to stay in a lower graded establishment:

- a) AO/Director-General or persons holding equivalent ranks in departments;

- b) Deputy Director-General or persons holding equivalent ranks in departments;
- c) Persons appointed on grounds of policy considerations in terms of Section 12A of the Public Service Act, 1994 (i.e. advisors to executive authorities);
- d) AO/CEO of constitutional institutions.
- e) Officials at the level of management that report directly to the AO of a constitutional institution;
- f) Members of the AA (Board) of public entities (schedule 2 and 3 of the PFMA);
- g) The CEO or other person in charge of a public entity;
- h) Members of the CEO's executive committee that report directly to the CEO or to any other person in charge of a public entity; or
- i) Non-executive members serving on any Governance Committee of Institutions.²¹

7.2.1.5 Notwithstanding paragraph 7.2.1.3 and 7.2.1.4 hereto; a higher star graded establishment may be booked (irrespective of the organisational level or position) under the following circumstances:²²

7.2.1.6 Where the rate of the higher star graded establishment is equal or lower than the lower star graded establishment and within the limits of the maximum allowable rates permitted;

7.2.1.7 The higher star graded establishment is the only available option due to location and availability;

7.2.1.8 The institution has negotiated lower rates with the higher star graded establishment and the rates are within the limits of the maximum allowable rates permitted.

7.2.1.9 In all cases the principle of cost-effectiveness must prevail. The lowest rate available at suitable accommodation establishments within reasonable distance from place of duty. The travel booker will determine the most appropriate star rating, based on an assessment of government business

²¹ These Governance Committees include audit, risk and remuneration committees.

²² A Complete and accurate trail of such cases must be kept by the Institution for audit purposes.

requirements and total cost of travel (typically, accommodation rates plus transportation costs).

7.2.1.10 In exceptional cases the AO/AA or delegated official may approve a deviation from paragraphs 7.2.1.3, 7.2.1.4 and 7.2.1.5 hereto with justifiable reasons and accurately recorded for audit purposes.

7.3 International Accommodation

7.3.1 International travel requires the approval of the most senior official or a duly delegated official of the institution.

7.3.2 The approval submission must comply with the requirements, with specific reference to the financial implications and be approved by the most senior official or a duly delegated official.

7.4 No-shows and cancellations

7.4.1 It is the responsibility of the traveller to notify either the TMC or the travel booker of any cancellations of reserved accommodation as soon as he or she becomes aware of the fact. Each establishment has different conditions/rules in terms of cancellations. Last-minute cancellations can result in the payment of a cancellation fee. The traveller must familiarise himself/herself with the cancellation policy of the specific establishment.

7.4.2 The traveller must, where it is within his or her ability, inform the TMC or the accommodation establishment if he or she expects to be arriving later than the expected arrival time, to ensure that the reservation is not cancelled or a cancellation fee is incurred.

7.4.3 If the traveller does not check in at all, or fails to cancel the booking on time, where it is within his or her ability to do so, and without notification to the TMC or the accommodation establishment, a no-show fee may be charged. In such cases the institution must settle the account, and if the traveller is found liable, recover the amount from the traveller.

7.5 Additional Expenses

7.5.1 All additional expenses such as private phone calls, newspapers, alcoholic beverages, toiletries, movies, gratuity for porters or waiters, room service charges, etc. is for the traveller's own personal account. The traveller must settle these expenses at the time of departure.

7.5.2 If the traveller fails to settle the additional charges at time of check-out, the institution must settle the account, and if the traveller is found liable, recover the amount from the Traveller.

7.5.3 *Laundry/ironing/dry cleaning for domestic travel while staying in a star graded establishment.*

a) Reasonable actual expenditure for laundry, ironing or dry cleaning may be reimbursed to a traveller, when staying in an accommodation establishment for longer than five days. Travellers must submit receipts at all times with the claims and Institutions may not accept affidavits in lieu of receipts.

b) Should a traveller move to more than one accommodation establishment during the same authorised business trip, reasonable actual expenditure for laundry, ironing or dry cleaning may be claimed at each establishment. Travellers must submit receipts at all times with the claims and the Free State Provincial Treasury may not accept affidavits in lieu of receipts.

7.5.4 *Laundry/ironing dry cleaning for International Travel*

a) Reasonable actual expenditure for laundry, ironing or dry cleaning may be reimbursed to a traveller when staying in an international accommodation establishment, after the third day in the establishment. A maximum of eight items every two days may be laundered or dry cleaned. The traveller must obtain prior approval for such expenses. Travellers must submit receipts at all times with the claims and the Free State Provincial Treasury may not accept affidavits in lieu of receipts.

b) A traveller may have five items ironed on arrival at the international accommodation establishment. Should a traveller move to more than one accommodation establishment or country during one official

business trip, he, or she, is allowed to launder five items at each establishment/country. The traveller must obtain prior approval for such expenses. Travellers must submit receipts at all times with the claims and The Free State Provincial Treasury may not accept affidavits in lieu of receipts.

7.6 Private Accommodation

- 7.6.1 Travellers may choose to make use of private accommodation (staying with family or friends) when they have approval to spend at least one night away from home for official business purposes, subject to paragraph 7.1.2 above.

8. LAND TRANSPORTATION

- 8.1 Any journey between an official's residence and normal place of work constitutes a private journey. Where the institution requires an official to attend to authorised official business matters at the normal place of work on a weekend or public holiday and such day is not a normal working day, the trip is an official business trip. If required to return to the place of work after hours such trip is an official business trip.
- 8.1.1 Any journey where the official departs from his or her residence directly to a place of duty, and/or returns from such a venue directly to his or her residence, is considered an official business trip. In such cases, the claim must be based on the actual kilometres travelled.
- 8.1.2 In cases where the official business trip includes both air and land-ravel, travel bookers and, or TMCs must select the mode and combination thereof that is the most cost-effective and practical, taking into account the total cost of the official business trip and time consumed.
- 8.1.3 Where more than one traveller/official is attending the same event or meeting, they must co-ordinate the renting of cars or shuttle services in order to reduce the cost. This provision also applies to Senior Management Services (SMS) officials using their own vehicle or Middle Management Services (MMS) that has structured for a vehicle allowance.
- 8.1.4 Only officials (permanent and contracted) may drive rental vehicles and institutional fleet vehicles. In exceptional circumstances, institutions may authorise other travellers to drive rental vehicles or institutional vehicles for authorised official business purposes, subject to the completion of all relevant indemnities and approval in terms of the-Free State Provincial Treasury delegation of authority policy.

- 8.1.5 The Free State Provincial Treasury-must manage accident and damage claims against the State in terms of applicable legal frameworks and the law.
- 8.1.6 Any fines, penalties and administration fees payable as a result of the contravention of any traffic rules and regulations will be for the traveler's own personal account, whilst using an institutional or rental vehicle.
- 8.1.7 The traveler must take every precaution to safeguard a rental or institutional vehicle against damage, theft or irregular use while driving it and when it is parked.
- 8.1.8 A Professional Driving Permit (PDP) is required to drive a minibus or bus with for more than 12 passengers including the driver. The Free State Provincial Treasury must ensure that the travel booker and/or, the TMC request that a copy of the PDP of the designated driver is submitted when booking a minibus or bus to transport travelers for authorised official business.

8.2 Use of public transportation

- 8.2.1 Travelers may make use of public transport (i.e. Gautrain, taxis, municipal bus services, Uber, etc.) if it is safe, practical and more cost effective than the cost of car rental or shuttle services.
- 8.2.2 In the event that the traveler decides to make use of public transport (e.g. Gautrain, taxis, municipal bus services, Uber, etc.), the institution has the responsibility to exercise a "duty of care"²³ in managing and mitigating the risks to officials, operations, business continuity, reputation and safety.
- 8.2.3 The traveler will be reimbursed when making use of public transport for official business with prior authorisation of the official business trip.
- 8.2.4 The traveler must submit a receipt as proof of payment.

8.3 Use of private vehicles

- 8.3.1 The Free State travel policies must make provision for the prior approval of the use of private vehicles for official business (excluding officials that have structured for travel allowance).

²³ 'Duty of care' refers to the legal and moral responsibility that employers have to ensure the health, safety and wellbeing of their employees in the workplace and while travelling for business.

- 8.3.2 When an official is required to make use of his or her private vehicle for official business purposes, the official must obtain travel authorisation prior to commencing with the journey, if the use of the private vehicle will save time and reduce costs. Such authorisation can be granted for a specific period of time based on a work plan or as agreed to with the delegated authority.
- 8.3.3 In cases where an official travel to an official business event in his or her private vehicle without prior approval, the Free State Provincial–may not reimburse the official.
- 8.3.4 Under no circumstances may the Free State Provincial Treasury pay fuel advances for the use of privately-owned vehicles.
- 8.4 **The use of private vehicles by senior managers/middle managers who have structured an amount as a vehicle allowance on their salaries and, or, who receive such an allowance through a subsidised vehicle allowance scheme**
- 8.4.1 For departments and constitutional institutions, the terms and conditions for using private vehicles to carry out official duties by SMS members (regardless of whether they structured for a vehicle allowance or not) and Middle Management Service members who opted for a monthly vehicle allowance (SMS/MMS employee) are set out in the Public Service Handbook for SMS²⁴ and Transport Circular 9 of 2005 for Middle Management.
- 8.4.2 When private vehicles are used by senior manager's/middle managers or any other person receiving a vehicle allowance to enable him or her to purchase, lease, rent or otherwise procure a vehicle for official business purposes, the Free State Provincial Treasury-applies the following:
- (d) Requirements regarding the vehicle and its use:
- (i) the senior manager/middle manager is obliged to maintain a reliable vehicle to be used for official journeys;
 - (ii) the senior manager/middle manager must have his or her vehicle (or a substitute vehicle) available for official journeys;
 - (iii) as far as possible, the senior manager/middle manager is obliged to provide free transport to Officials travelling to the same destination on

²⁴ <http://www.dpsa.gov.za/dpsa2g/documents/sms/publications/sms2003.pdf>

an official return journey; and

- (iv) if the senior manager/middle manager uses his or her private vehicle to carry out official duties, the Free State Provincial Treasury will, on receiving an approved claim, reimburse the senior manager/middle manager for the official kilometres travelled, according to the Tariffs for the Use of Motor Transport,²⁵ as determined by the Department of Transport or as published by SARS which ever rate is applicable to the Institution.

- (b) If the senior manager/middle manager undertakes an official business trip, and his or her vehicle is undergoing repairs or service, the senior manager/middle manager may obtain and utilise another private vehicle. On receiving an approved claim, the senior manager/middle manager will be reimbursed for the official kilometres travelled, as if he or she used his or her own private vehicle, according to the Tariffs for the Use of Motor Transport, as determined by the Department of Transport or as published by SARS which ever rate is applicable to the Institution.

- (c) The senior manager/middle manager must, with prior approval, use his or her private vehicle for all official business, except in cases where:
 - (i) A specific duty is to be performed which requires the use of a specific type of vehicle;
 - (ii) an official journey was undertaken to a place to which he or she did not travel with his or her private vehicle, e.g. travelled by air to another destination;
 - (iii) the official was required to leave from his or her residence or place of work to a place from where he or she will depart on an official journey and back; e.g. air transport;
 - (iv) it will be unreasonable to expect from a senior manager/middle manager to use his or her private vehicle for the official journey to a place that is not accessible with the specific type of private vehicle, e.g. road conditions; and, or, other means of transport would be more cost-effective and, or, practical.

²⁵ <https://www.transport.gov.za> (Quick Links)

8.5 Car Rental and Shuttle Services

8.5.1 General Principles

AOs and AAs are responsible for the cost-effective management of Car Rental expenses.

- 8.5.1.1 The travel Booker and, or, TMC consultant must book a rental vehicle for the period that it is actually required for official business.
- 8.5.1.2 The traveller must return the rental vehicle within the specified rental period or notify the travel Booker and, or, TMC to make additional arrangements with the Car Rental Company. If the traveller fails to inform the travel Booker and, or, the TMC, where it was in his or her ability to do so, and additional charges are incurred, the institution must settle the account, and if the traveller is found liable recover the amount from the traveller.
- 8.5.1.3 If the traveller needs to extend the rental period for official business purposes, the traveller must obtain approval from the authorising official and the TMC will issue a travel voucher for the extended period.
- 8.5.1.4 When renting a vehicle, the institution must give cost consideration to the vehicle group, the number of rental days, the kilometres driven, and the time and place for the collection and return of the vehicle.
- 8.5.1.5 Only the designated driver²⁶ is allowed to drive the rental vehicle at any time.
- 8.5.1.6 Any extra charges for special requests such as special models, colour, personal indemnity insurance, etc. are the sole responsibility of the traveller and will be settled directly with the Car Rental Company. The Free State Provincial Treasury will not be liable for any charges. If the traveller does not immediately settle the additional expense, The Free State Provincial Treasury must cover the initial cost, and if the traveller is found liable, recover the amount from the traveller.

²⁶ Designated driver is the person identified by the Institution to take possession and responsibility for the rental vehicle at the Car Rental Company for the defined time period or any other additional person designated by the Institution to drive such a rental vehicle.

- 8.5.1.7 The traveller must only use the rental vehicle for official business purposes.
- 8.5.1.8 If the traveller extends his or her stay for personal reasons, the charges are for the traveller's own personal account. The traveller must enter into a separate rental agreement for the period conducting personal travel.
- 8.5.1.9 Travellers with a disability who require the use of an automatic rental vehicle and, or, travellers who have a restriction on their driver's license, may request the hiring of an automatic vehicle, with prior approval from the relevant authorising official.
- 8.5.1.10 In the event of an accident, where a traveler is physically and legally able to, the traveler must notify the Car Rental Company immediately and report the accident within 24 hours at the nearest police station to obtain a case number. The traveler must notify the Free State Provincial Treasury and the TMC. The traveler must complete the incident report required by the Car Rental Company within the period specified, failing which, the traveler may be held responsible for all damage charges. The traveler must file the same accident report with his or her institution.

8.6 Class of Travel

- 8.6.1 The various Car Rental Companies use different groups and, or SIPP codes to categorise their vehicles. (Please refer to **Annexure B**) for the various Car Rental Companies' Group and SIPP code categorisation.
- 8.6.2 The default car types to be booked are vehicles categorised as "Mini, Economy or Compact", subject to availability and cost effectiveness.
- 8.6.3 The following officials may hire a higher-class vehicle (categorised as "Intermediate, Standard, Premium or Luxury"), unless the person elects to hire a "Mini, Economy or Compact" type of vehicle:
- a) AO/Director-General or persons holding equivalent ranks in departments;
 - b) AO and CEO of constitutional institutions;
 - c) Members of the AA (Board) of public entities (schedule 2 and 3 of the PFMA); and
 - d) The CEO or other person in charge of a public entity.

- 8.6.4 Officials with a disability who require the use of an automatic vehicle, and, or, officials who have a restriction on their driver's license may hire a "Mini, Economy or Compact" type of vehicle with an automatic transmission. The hiring of an automatic vehicle for any other traveller must be approved by the AO/AA or delegated official.
- 8.6.5 Notwithstanding paragraph 8.6.2, 8.6.3 and 8.6.4 above, AOs, AAs or delegated officials may approve the hiring of an "Intermediate, Standard, Premium or Luxury" type vehicle, minibus, bus (above 16 seater) or passenger van in instances where:
- a) Three (3) or more travellers are travelling together;
 - b) the return journey to be travelled exceeds 400 kilometres to and from the destination (return journey);
 - c) the special needs²⁷ of a Traveller (based on medical grounds) are to be catered for;
 - d) extra luggage must be accommodated;
 - e) transportation of more than 16 passengers; or
 - f) transporting of foreign dignitaries.
- 8.6.6 A different class of vehicle (e.g. Intermediate or Standard sports utility vehicle or 4X4) may be hired if required for a particular terrain. Mountainous and gravel roads are considered difficult terrain and vehicles with higher ground clearance may be required.
- 8.6.7 The minimum safety requirements for any rental vehicle will include power steering, airbags, ABS, air-conditioning and central locking.
- 8.6.8 When the Institution appoints a Car Rental service provider through a prescribed procurement process, the Free State Provincial Treasury must identify the most appropriate car group within the fleet that meets the specific description and requirements and is the most cost-effective option for each organisational level/designation. The institution's Travel Policy must reflect the specific car groups.

²⁷ The term 'Special needs' means a distinctly different need of a Traveller that requires AO/AA or Delegated Official to make a judgment call to provide for such a need. A medical certificate noting the medical need and the applicable period of time must be provided.

- 8.6.9 A traveller is permitted to accept a higher category of rental vehicle if such an upgrade is offered free of charge. A traveller is, under no circumstances, allowed to demand such an upgrade.
- 8.6.10 The TMC will book the approved category vehicle in accordance with the Travel Policy with the appointed car rental service provider from the closest rental location.
- 8.6.11 The travel consultant should advise the End-user on the best time and location for collection
- 8.6.12 For international travel the TMC will offer alternative land transportation to the End-user that include rail, buses and transfers.
- 8.6.13 The TMC will book transfers in line with the The Free State Provincial Treasury departmental Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.

8.7 Car Rental Inspections

A Traveller must verify and complete the Quality Check Card prior to leaving the Car Rental premises, both on collection and return of the rental vehicle. A traveller must ensure that all scratches, dents, windscreen cracks, and chips are marked on the Quality Check Card and signed off by the Car Rental attendant. Failure to complete the Quality Check Card could result in the traveller being held personally liable for any damages.

8.8 Shuttle and transfer services

8.8.1 Shuttle and Transfer Services

8.8.1.1 **Where a traveler travels from his or her residence or place of work to and from the airport**

In instances where a traveler travels from his or her residence or place of work to and from the airport, shuttle services /transfer services may be used:

- a) If an institutional vehicle and, or, driver is not available;
- b) If the cost of such a service is lower than the cost of renting a vehicle;
- c) If the use of public transport is not readily available or impractical; or

- d) If the cost of the claimable kilometers and parking/long term parking are higher than the cost of a shuttle service.

8.8.1.2 **Where a Traveler travels from the airport directly to the place of Accommodation or Place of Duty on a return journey**

In instances where the accommodation establishment does not provide a complementary shuttle service/transfer service between the airport and the accommodation establishment and, or, the return journey, the traveler may make use of shuttle services-

- a) if an institutional vehicle and, or, driver is not available to collect the traveler from the airport;
- b) if the cost of such a service is lower than the cost of renting a vehicle;
or
- c) if the use of public transport is not readily available or impractical.

8.8.2 **Parking and Toll Fees**

- 8.8.2.1 It is the responsibility of the traveler to ensure that the toll fees as levied by SANRAL are paid in accordance with the various options available.
- 8.8.2.2 The official may print out a statement through the SANRAL website (www.sanral.co.za) or obtain such an invoice from the SANRAL call centre 0860 726 725 or via any Customer Service Outlet.
- 8.8.2.3 An invoice or statement as supplied by SANRAL will reflect all the transactions and the amounts levied. The official trips will need to be clearly marked on these statements. This must to be submitted for reimbursement through the normal S&T processes of an institution.
- 8.8.2.4 The Free State Provincial Treasury-must reimburse the traveler for toll fees while on an approved official business trip, with the exclusion of SAPS and DOD who is exempt from paying toll fees. Claims must be accompanied by the relevant proof of payment or original receipts.
- 8.8.2.5 The traveler must consider the most cost effective and safe parking option when parking at airports. (For example, at OR Tambo International Airport the offsite long-term parking may be considered).

- 8.8.2.6 The Free State Provincial Treasury will reimburse the traveler for parking fees while on an approved official business trip.

8.8.3 International Land Transportation

- 8.8.3.1 International travel requires the approval of the most senior official or a duly delegated official of the Free State Provincial Treasury.
- 8.8.3.2 Travel bookers and, or the TMC must select the most appropriate, safest and cost-effective ground transportation mode to transport the traveler from the airport to the accommodation establishment and to the place of duty based on an assessment of government business requirements and total cost of travel which typically includes accommodation rates plus transportation costs.

8.9 After Hours and Emergency Services

- 8.9.1 After hours' request must be limited to emergencies and are subject to additional services charges.
- 8.9.2 A consultant or team of consultants should be available to assist End-users with after hours and emergency reservations and changes to travel plans.
- 8.9.3 A dedicated consultant/s must be available to assist VIP End-users with after hour or emergency reservations.
- 8.9.4 After hours' services must be provided from Monday to Friday outside the official hours and twenty-four (24) hours on weekends and Public Holidays.
- 8.9.5 A call centre facility or after hours contact number should be available to all End-users so that when required, unexpected changes to travel plans can be made and emergency bookings attended to. TCM's are to ensure that whatever changes made are authorised by Supply Chain Management.
- 8.9.6 The TMC must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.
- 8.9.7 If the Travel Authorisation Form or the purchase order is not available at the time of the After-Hours Reservation, the traveller or travel Booker must forward it to the

TMC within 72 hours of lodging the request. The TMC must follow up with the Free State Provincial Treasury submit the Travel Authorisation Form or purchase order, the TMC may proceed to invoice the transaction.

9. **COMMUNICATION**

- 9.1 The TMC must establish communication with all the stakeholders that include the End-users and Supply Chain Management.
- 9.2 All enquiries must be investigated and prompt feedback be provided in accordance with the Service Level Agreement agreed to by Free State Provincial Treasury and the appointed TMC/s.

10. **FINANCIAL MANAGEMENT**

- 10.1 The TMC must implement the rates negotiated by National Treasury with travel service providers or the discounted airfares or the maximum allowable rates established by the National Treasury, where applicable.
- 10.2 The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to Government for payment within the agreed time period.
- 10.3 Cost savings must be achieved and this must be reported and proof provided during monthly reviews.
- 10.4 The TMC will be required to offer to accommodation establishments and ground transportation service providers that are utilised by the End-users.
- 10.5 In certain instances where the Free State Provincial Treasury have a travel lodge card in place, the payment of air, accommodation and land transportation is consolidated through a corporate card vendor.
- 10.6 The pre-payments required by certain establishments will be processed by the TMC. These pre-payments are often requested at the last minute for same day bookings.
- 10.7 The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to the relevant office within Supply Chain Management on the agreed time period (e.g. weekly). This includes attaching the Travel Authorisation or Purchase Order and other

supporting documentation to the invoices reflected on the Service provider report or the credit card statement.

10.8 The TMC will settle the Travel service providers' accounts within the agreed payment terms.

10.8.1 Travel

- a) After hours' reservations;
- b) Compliments and complaints;
- c) Consultant Productivity Report;
- d) Long term accommodation and car rental;
- e) Extension of business travel to include leisure;
- f) Upgrade of class of travel (air, accommodation and ground transportation);
- g) Bookings outside Travel Policy (e.g. bookings less than 7 days prior to departure).

10.8.2 Finance

- a) Reconciliation of commissions/rebates or any volume driven incentives;
- b) Creditor's ageing report;
- c) Creditor's summary payments;
- d) Daily invoices;
- e) Reconciled reports for Travel Lodge card statement;
- f) No show report;
- g) Cancellation report;
- h) Receipt delivery report;
- i) Monthly Bank Settlement Plan (BSP) Report;
- j) Refund Log;
- k) Open voucher report, and
- l) Open Age Invoice Analysis.

10.9 The TMC will implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorised parties.

10.10 The Free State Provincial Treasury will provide additional reporting requirements to be submitted on a monthly basis as prescribed by Cost Containment Instructions and National Travel Policy Framework.

11. ACCOUNT MANAGEMENT

- 11.1 The TMC must ideally be in possession of an Account or Business Manager that is ultimately responsible for the management of the account.
- 11.2 The necessary processes should be implemented to ensure good quality management and ensuring End-user satisfaction at all times.
- 11.3 A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.
- 11.4 The Service Level Agreement (SLA) must be managed and customer satisfaction surveys conducted to measure the performance of the TMC.
- 11.5 During Reviews comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

12. VALUE ADDED SERVICES

The TMC must also provide the following value added services:

- 12.1 Destination information for regional and international destinations:
 - a) Health warnings;
 - b) Weather forecasts;
 - c) Places of interest;
 - d) Visa information;
 - e) Travel alerts;
 - f) Location of hotels and restaurants;
 - g) Information including the cost of public transport;
 - h) Rules and procedures of the airports;
 - i) Business etiquette specific to the country, and
 - j) Airline baggage policy.
- 12.2 Supplier updates;
- 12.3 Electronic voucher retrieval via web and smart phones;
- 12.4 SMS notifications for travel confirmations;

- 12.5 Travel audits;
- 12.6 Global Travel Risk Management;
- 12.7 VIP services for Executives that include check-in support, etc.

13. COST MANAGEMENT

- 13.1 The departmental Travel Policy is establishing a basis for a cost savings culture.
- 13.2 It is the obligation of the TMC to ensure that the most cost effective option is selected at all times.
- 13.3 The TMC plays a pivotal role to provide high quality travel related services that are designed to strike a balance between effective cost management and flexibility.
- 13.4 The TMC should have in-depth knowledge of the service provider products, to be able to provide the best option and alternatives that are in accordance with the Travel Policy to ensure that the End-user reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

14. REIMBURSEMENT OF SERVICES RENDERED

- 14.1 A transaction fee will be paid to the TMC for services rendered.
- 14.2 The purpose of the transaction/management fee is to compensate the TMC for the quality services rendered and at the same time support a sustainable business model that will be beneficial to the TMC and Government.
- 14.3 The transaction fee must be a fixed amount per service. The fee must be linked to the cost involved in delivering the service and not a percentage of the value or cost of the service provided by third party service providers.

15. TECHNOLOGY, MANAGEMENT INFORMATION AND REPORTING

- 15.1 The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.

- 15.2 The TMC may implement an Online Booking Tool to facilitate domestic bookings to optimize the services and related fees.
- 15.3 All management information and data input must be accurate.
- 15.4 The TMC will be required to provide the-Free State Provincial Treasury-with a minimum of one (1) standard monthly report that are in line with the National Treasury's Cost Containment Instructions reporting template requirements at no cost;
- 15.5 Reports must be accurate and be provided to the-Free State Provincial Treasury specific requirements at the agreed time. Information must be available on a transactional level that reflect detail including the name of the traveler, date of travel, spend category (example air travel, shuttle, accommodation, etc.);
- 15.6 The Free State Provincial Treasury may request the TMC to provide additional management reports;
- 15.7 Reports must be available in an electronic format for example Microsoft Excel; ~~and~~
- 15.8 The TMC will implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorized parties.
- 15.9 Monthly reviews are required to be presented by the TMC on all departmental travel activity. These reviews are comprehensive and presented to relevant department's procurement and finance teams as part of the performance management reviews based on the service levels.
- 15.10 Monthly Reviews are also required to be presented to relevant department's Senior Executives
- 15.11 The above Travel Reviews will include information as indicated by the department.

16. **BID INFORMATION SESSION**

- 16.1 A Microsoft Virtual Information Session will take place on the following date:

Date: 19 January 2023

Time: 11:00am

Venue: MICROSOFT VIRTUAL SESSION

- 16.2 The session will provide Bidders with an opportunity to obtain clarity on certain aspects of the process as set out in this document and to address any substantial issues they might have.
- 16.3 The State reserves the right to answer questions at the session or to respond formally after the briefing session.

17. OUTCOMES AND DELIVERABLES

- 17.1 The Free State Provincial Treasury require that accommodation, road and air travel including charter flights in respect of its officials be made by a Travel Agency, with due consideration to the following:
- The travel, accommodation will only be for official reasons and in the interest of the Free State Provincial Treasury.
 - All air tickets and travel documentation including vouchers/ shall be timeously delivered, faxed and/or emailed to relevant office within Supply Chain Management to issue an order, as well as the service provider (e.g. hotel/B&B who will be providing the service required by the participating department)
- 17.2 The TMC must plan, arrange and change accommodation bookings on instructions from the Booking Officer. Each accommodation voucher/ proof of payment handed to the Booking Officer must contain but not limited to the following:
- The personal details of the official
 - The booking details
 - The limit of the Department's liability
- 17.3 Any charge to be levied by the TMC to the Free State Provincial Treasury in respect of flight bookings must be in accordance with ASATA/IATA travel rates. The TMC must negotiate contracts with service providers of accommodation and transport on a contract basis, so as to gain maximum cost benefit which must be passed on to the Free State Provincial Treasury . The Free State Provincial Treasury may at any time request proof from the TMC.
- 17.4 The TMC must ensure that no adverse effect on service delivery is experienced by the Free State Provincial Treasury.
- 17.5 The TMC must negotiate its own terms of settlement with service providers.
- 17.6 Each order must be invoiced separately clearly quoting the relevant order number. In the case of group bookings such as with conferences, the Free State Provincial Treasury will generate a specific order for which an invoice must be submitted. The

invoice is to also quote the specific order number and submitted within 30 days after the services have been rendered.

- 17.7 The TMC will be required to accept that payment will be made within 30 calendar days of the receipt of the correct invoice. Payment will not be made against invoices that do not have an order number or which are under dispute until such time that the matters under dispute have been resolved.
- 17.8 With regards to accommodation, the Free State Provincial Treasury's liability will be limited to what has been booked per order.
- 17.9 The TMC must provide details of the Car Hire Company contracted with in order to ensure that super cover insurance is provided. The TMC must ensure that proper arrangements are made to have a car available and the Free State Provincial Treasury is not found to be arranging a separate contract with the car hiring company. The TMC must also ensure that no separate invoice is issued by the car hiring company to the Free State Provincial Treasury. It is preferable for the TMC to be contracted to more than one Car Hire Company.
- 17.10 The successful TMC will be required to negotiate supplier discounts on behalf of the Free State Provincial Treasury and pass any discounts received from the third party to the Free State Provincial Treasury .
- 17.11 The TMC will be required to familiarize themselves the internal procedures relating to the service and provide free training to the Booking Officers nominated by the Free State Provincial Treasury-on the booking procedure to be followed.
- 17.12 It is required that a comprehensive TMC service profile including administrative support functions be provided. The TCM must have a fully fledged office/s within Free State.
- 17.13 Personnel from the TCM's must be available on a 24 hour basis, as and when required, so that enquiries and unexpected changes to a travel plan or accommodation can be facilitated.
- 17.14 In order to cater for the special needs of the Executive Authorities and Senior Officials of Free State Provincial Treasury a dedicated VIP Service is a key requirement. The following information must be provided with regard to the bidder's VIP Service:
- Confirmation that the VIP Service is in existence and that it will be available to service the Free State Provincial Treasury, 24 hours per day, 7 days per week for the duration of the project.
 - Personalized service offered by the Bidder's VIP Service in particular the following:
 - Tailor made travel service available for Executive Authorities and Senior Officials of Free State Provincial Treasury .
 - Travel arrangements according to the Executive and Senior Officials travel's needs.

- Staff compliment of the Bidder’s VIP Service consultants, number of relevant years of experience of VIP consultants and Knowledge base of the VIP Consultants.
- Flexibility offered by the bidder’s VIP Desk in particular:
 - Personal one on one mobile/ on site travel consultation.
 - Document delivery during and outside office hours.
 - Reference project with contactable references.

17.15 The TMC must have a dedicated Strategic Relationship Manager who will be responsible for this account and be available 24 hours a day, seven days a week for the duration of this project.

17.16 The bidder must have a Complaints and Compliments Channel easily accessible to the end users. Such a channel must have an ability to track all the complaints and feed back to Free State Provincial Treasury, the concerned Free State Provincial Treasury and the concerned end user. Monthly reports of incidents must be generated setting out the incidents reported and action taken.

17.17 Management Reports, as required by Free State Provincial Treasury, must include the following:

- Detailed expenses incurred per month for each service shall be submitted to the Department within seven (7) days of the following month for monitoring and audit purposes.
- The reports must reflect detailed amounts per Debtors Account and reflect a breakdown of each service.
- Specific reports required such as outstanding orders (reflected per order number), invoices outstanding and a general statement of accounts (per account) indicating payments all outstanding accounts.

18. FEE STRUCTURES/SERVICE FEES (Price pages for bid purposes SBD 3.2)

18.1 In order to evaluate all bids on the same basis, bidders are to complete the tables below. It will form part of the overall costing and evaluation of this bid. Bidders are also advised that the Department will only make use of the reputable air travel service providers as well as car hire shuttle services.

- 18.1.1 Domestic: Air Travel
- 18.1.2 International: Air Travel
- 18.1.3 Car Hire/Transport
- 18.1.4 Accommodation

19. COSTING

- 19.1 Prices must be inclusive of all costs i.e. VAT.
- 19.2 Billing mechanisms, i.e. detailed monthly invoice per individual and summarized invoice per department before the 7th of the following month.
- 19.3 Copies of **price comparisons/quotations and third party** detailed invoices for car rental and accommodation should be obtained and submitted together with invoice/s per individual. In the cases of Air Transport, service providers are required to provide copy/ies of an Electronic Ticketing or 3rd party invoice as proof of bookings. If it was not possible to obtain price comparisons/quotations for travel requests, reasons must be provided.
- 19.4 The Free State Provincial Treasury requires bidders to use the Transaction Fee model. The transaction fee must be a fixed amount per service. The fee must be linked to the cost involved in delivering the service and not a percentage of the value or cost of the service provided by third party service providers.

20. OWNERSHIP

Shareholder/Member of Company/Individual will not be allowed to represent/bid for more than one business, if you submit more than one bid it will result in disqualification of both bids.

Where a Shareholder/Member of Company/Individual has an interest in any other company that is participating in this bid, must be ~~disclosed~~ by completing the below table. List of Shareholding/Membership by Name of business, Position occupied and Percentage of shareholding in the business:

NAME OF BUSINESS	POSITION OCCUPIED IN THE BUSINESS	% OF SHAREHOLDING IN THE BUSINESS	INDICATE BY TICKING X NEXT TO THE BUSINESS YOU ARE REPRESENTING IN THIS BID.

21. **PERIOD OF CONTRACT**

The duration for this Travel Management contract will be for a period of three (3) years from the commencement of the contract.

22. **PRICES ADJUSTMENTS**

22.1 Prices must be firm for the 1st year of the contract period. No price adjustments will be allowed during the 1st year of the contract period inclusive of statutory increases. Price adjustment will only be allowed after 12 months from commencement of the contract. Thereafter, price increases will be considered once annually as directed by the Free State Provincial Treasury.

23. **ROTATION**

Upon approval by and on discretion of the Head of the Department of the Provincial Treasury, **SERVICE PROVIDERS** may be rotated.

24. **SUBMISSION OF BID DOCUMENT/S**

24.1 Completed bid documents should be sealed, clearly marked **FSPT 005/22/23** and deposited in the bid box on the address stated in the invitation on or before **11:00 on Friday the 27th of January 2023** which is accessible 24 hours at the Fidel Castro Building on the Ground Floor.

24.2 Bidders are to ensure that all pages of the document are attached.

25. **COMPILATION OF DOCUMENTS**

All documents should be completed with black ink.

26. **EVALUATION PROCESS**

26.1 **The evaluation process comprises the following phases:**

The evaluation process comprises the following phases:

Phase I	Phase II	Phase III	Phase IV	Phase V	Phase VI	Phase VII
Administrative compliance	Pre-qualification criteria for preferential procurement	Functionality requirements	Price and B-BBEE (Price include Total Cost of Ownership (TCO))	Recommendation and Awarding	Negotiations	Signing of letters of acceptance and contracts

<p>Compliance with Mandatory and Non-Mandatory Bid Requirements</p> <p>Mandatory</p> <ol style="list-style-type: none"> 1. CSD Registration 2. Submission of separate Tax Status Pin/ CSD Number incase of Consortia / Joint Ventures / Sub-Contractors 3. A consolidated SANAS accredited B-BBEE Status Level Certificate. In case of a trust, consortium or joint venture <p>Non-Mandatory</p> <ol style="list-style-type: none"> 4. Proof of registration IATA (certified copy of accreditation certificate) or proof of right to use ASATA accreditation of another company. <ol style="list-style-type: none"> (i) Bidders are required to submit their International Air Transport Association (IATA) license/certificate (certified copy) and Association of Southern African Travel Agents (ASATA) at closing date. (ii) Where a bidding company is using a 3rd party IATA and ASATA, a copy of the agreement between the bidding company and the IATA and ASATA registered company together with a certified copy of the accreditation certificate of the latter company must be attached. 	<p>Bids Will Be Assessed If they meet the determined Pre-Qualification Criteria</p> <p>B-B-BBEE level of contribution 1-3</p> <ol style="list-style-type: none"> 1. Original and valid B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) 	<p>Bids will be assessed to verify bidders capability and ability to execute the contract</p>	<p>Bids evaluated in terms of the 80/20 preference system</p>	<p>Recommendation and appointment of a panel of bidders</p>	<p>Bids will be negotiated for base best offers, terms and conditions</p>	<p>Service Providers will be requested to sign contracts and other important documents for the contract</p>
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27. **PHASE I: ADMINISTRATIVE COMPLIANCE**

During this phase Bidders’ response will be evaluated based on the **mandatory** and **non-mandatory** requirements indicated hereunder. This phase is not scored and Bidders who do not submit acceptable tenders by failing to comply with all the mandatory criteria and conditions will be disqualified.

27.1 Registration on Central Supplier Database (CSD)

The Bidders must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your bid. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database is updated and valid.

- i. Are you a registered supplier on the Government's Central Supplier Database (CSD)? (Yes/No)
- ii. Complete your registered CSD vendor number on the checklist.
- iii. Provide a copy of the CSD Registration "Summary Report".
- iv. Valid Tax Clearance Certificate or Tax Compliance Status pin
- v. Bidders must ensure that their tax information on Central Supplier Database (CSD) is in good standing and submit a valid Tax Clearance Certificate or valid tax compliance status pin.

27.2 Tax Compliance

Bidder(s) must be compliant when submitting a bid to the Free State Provincial Treasury and remain compliant for the entire contract terms with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No.58 of 1962) and Value Added Tax Act 1991 (Act No.89 of 1991).

It is a condition of this bid that the tax matters of the successful bidder is in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations at the point of awarding.

The Tax Compliance status requirements are also applicable to foreign bidders/individuals who wish to submit bids.

27.2.1 Consortia/Joint Ventures/Sub-contractors

Where Consortia/Joint Ventures/Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

In bids where consortia/joint ventures / sub-contractors are involved, each party must submit a separate Tax Compliance Status pin /CSD number.

27.2.2 Other non-mandatory

Proof of registration IATA (certified copy of accreditation certificate) or proof of right to use ASATA accreditation of another company.

- (ii) Bidders are required to submit their International Air Transport Association (**IATA**) license/certificate (certified copy) and Association of Southern African Travel Agents (**ASATA**) at closing date.
- (ii) Where a bidding company is using a 3rd party IATA and ASATA, a copy of the agreement between the bidding company and the IATA and ASATA registered company together with a certified copy of the accreditation certificate of the latter company must be attached.

NB All other non-mandatory compliance matters will be verified.

28. PHASE II: PREQUALIFICATION CRITERIA

28.1 Prequalification criteria

28.1.1 **The Pre-Qualification criteria** set is according to Regulation 4(1)(a) of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 :

(i) Only tenderers having B-BBEE status level of contributor **1 to 3** may respond to this bid or

***A tender that fails to meet the pre-qualifying criteria stipulated above is an unacceptable tender.**

29. PHASE III: FUNCTIONALITY

29.1 Functionality Evaluation as per the Terms of Reference

29.1.1 Functionality will be evaluated on the basis of the responses on the Functionality Questionnaire and supporting documentation supplied by the Bidders as follows:

Rating: Prospective bidders will be rated on each functionality criterion in accordance with the following matrix:

Scale 0-10 as follows: Poor = 0 Average = 5 Very Good = 7 Excellent =10

CRITERIA FOR FUNCTIONALITY	DOCUMENTS/PROOF TO BE ATTACHED	WEIGHTS
<p><u>Bidder's relevant experience in the travel management environment.</u> Provide successful completion of similar service in terms of the number of travel services and orders.</p> <p>(i) Number of reference letters = 20 1-5 letters = 5 6-8 letters = 10 Above 8 letters = 20 Non submission = 0</p> <p>(ii) Value of Travel services = 15 Between R5 000.00 – R10 000.00 = 5 points Between R10 001.00 – R30 000.00= 7 points Above the value of R30 000.00 = 15 points No Value=0</p>	<p>Reference letters indicating relevant services rendered with contact details.</p> <p>In the event you have rendered services outside government, signed appointment letters should be provided indicating relevant services.</p> <p>Reference and appointment letters should be on letterhead/s of institutions where services were rendered and indication of service/s delivered and value.</p> <p>Reference and appointment letters should be signed by the Head of SCM or Head of Division responsible for procurement and should not be older than 5 years (1 April 2017)</p>	35
<p><u>Demonstrated capacity of service provider to perform the service:</u> Demonstrate the ability through:</p>	<p>(i) Project plan of Human resources to be used in completing the project successfully.</p>	35

<p>Capacity = 5 Management and support of departmental contracts (dedicated officials)</p> <ul style="list-style-type: none"> Between 1-2 officials = 2 points Between 3-5 officials = 3 points Above 5 officials = 5 points No Official = 0 points <p>(i) Finances = 30 Between R30 000.00 – R100 000.00 =10 Between R100 001.00- R150 000.00 =20 above R150 000.00 = 30</p> <p>Non Submission = 0</p>	<p>(i) A bank statement showing at least a credit balance not less than R30 000.00 or letter of commitment to provide funding from a reputable financial service provider.</p>	
<p>Proof of accreditation with Affiliation Body:</p> <ul style="list-style-type: none"> IATA ASATA <p>Proof of registration of Association of Southern African Travel Agents (ASATA) and International Air Transport Association (IATA) certified copy of accreditation certificates to be provided or proof of right to use ASATA accreditation of another company = 20</p> <p>Where a bidding company is using a 3rd party IATA and ASATA, a copy of the agreement between the bidding company and the IATA and ASATA registered company together with a certified copy of the accreditation certificate of the latter company must be attached. = 10</p> <p>Non Submission = 0</p>	<p>Bidders are required to submit valid original or certified copy/ies of accreditation with IATA and ASATA.</p> <p>Where a bidding company is using a 3rd party IATA and ASATA, a copy of the agreement between the bidding company and the IATA and ASATA registered company together with a certified copy of the accreditation certificate of the latter company must be attached.</p>	20
<p><u>The proximity (locality) of the service provider to the service district/centre.</u> <u>FS based service providers:</u></p> <p>Within Free State Province = 10 Outside Free State Province = 0</p>	<p>Valid proof of residence or leasing agreement if not owning the property. or Proof of municipality accounts in the bidders' name not older than 3 months or Municipality Clearance Certificate not older than 3 months</p>	10
<p>TOTAL FOR FUNCTIONALITY:</p>		100

29.1.2 Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

Bids will firstly be evaluated on functionality (**100 points**) of which bidders must obtain the minimum threshold of **70 points** on functionality, failing which, bidders will be disqualified and will not be considered for further evaluation on 80/20 preference point system. The assessment of functionality will be done separately from the 80/20 preference points system.

- 29.1.3 The score for functionality will be determined by the Bid Evaluation Committee (BEC) whereby each member will rate each individual criterion or rating bidders collectively on the score sheet

Performance	Description	Score
Excellent	Response meets and exceeds the functionality requirements	5
Very good	Above average compliance to the requirement	4
Good	Satisfactory should be adequate for stated elements	3
Average	Compliance to the requirements	2
Poor	Unacceptable, does not meet the set criteria	0

30. PHASE IV: Evaluation of Price and B-BBEE

30.1 Price and B-BBEE

- 30.1.1 Bids will be evaluated in terms of the Preferential Procurement Regulation, 2017 Regulation 6 in terms of the formula to calculate the point out of 80 for price in respect of a tender.

The following formula will be used to calculate the points for price:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

- 30.1.2 A maximum of 20 points may be allocated to a Bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

30.1.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or a certified copy thereof or a valid sworn affidavit (DTI format) signed by the EME/QSE representative and attested by a commissioner of oath.

Bidders must ensure that the B-BBEE status level verification certificates submitted are issued by the following agencies:

- (i) Tenderers other than EME/QSEs: Verification agencies accredited by SANAS, or
- (ii) Tenderers who qualify as EME/QSEs: Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oaths.

30.1.4 Verification agencies accredited by SANAS are identifiable by a SANAS logo and a unique BVA number.

30.1.5 **Certificates issued by IRBA and Accounting Officers have been discontinued and will not be considered.**

30.1.6 Only Bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or valid sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oath will be considered for preference points.

30.1.7 Failure on the part of the Bidder to comply with paragraphs 30.1.3 above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).

30.1.8 The Free State Provincial Treasury may, before a bid is adjudicated or at any time, require a Bidder to substantiate claims it has made with regard to preference.

30.1.9 In the event that two or more bids have scored equal total points, the contract will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.

30.1.10 However, when functionality is part of the evaluation process and two or more Bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the Bidder scoring the highest for functionality.

30.1.11 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

30.1.12 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

30.1.13 **OVERALL CRITERIA**

CRITERIA	MAXIMUM POINTS
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	80
Level of Contribution.	20
	100

31. Phase V: RECOMMENDATION AND AWARDING

31.1 Recommendation and Awarding

- 31.1.1 Free State Provincial Treasury reserves its right at its sole discretion to appoint one or more bidder to implement this project. The number/allocation of service providers to be appointed is the prerogative of the Accounting Officer.
- 31.1.2 Free State Provincial Treasury reserves its right at its sole discretion to appoint bidders per category.
- 31.1.3 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee and make a recommendation to the HOD: Free State Provincial Treasury for awarding of the bid/s.
- 31.1.4 Free State Provincial Treasury reserves the right to appoint bidders depending on the strength of each bid as per the requirements of Provincial Treasury.

32. Phase VI: NEGOTIATIONS

32.1 Negotiations

- 32.1.1 The Free State Provincial Treasury reserves the right to negotiated prices with shortlisted bidders in order to arrive at an acceptable flat rate per item.

33. Phase VII: SIGNING OF LETTERS OF ACCEPTANCE AND CONTRACTS

33.1 Signing of appointment letters and contracts

- 33.1.1 Contracts and appointment letters will be prepared for all service provider(s) that agreed and signed for flat rates on this transversal contract items.

34. FRONTING

- 34.1 The Free State Provincial Treasury supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Free State Provincial Treasury condemn any form of fronting.

34.2 The Free State Provincial Treasury, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the Free State Provincial Treasury may have against the Bidder / contractor concerned.

35. SUPPLIER DUE DILIGENCE

35.1 The Free State Provincial Treasury—reserves the right to conduct supplier due diligence during evaluation, prior to final award or at any time during the contract period. This may include site visits.

36. VERIFICATION OF BIDDERS

At any time after the award and during the execution of the contract, the status of the supplier/bidder will be verified against list of restricted supplier and SARS vendor list and should a default be detected, the procedure for the restriction of the supplier as stated in SCM instruction note number 3 2021/22 will be followed.

37. PRESENTATION

37.1 The Free State Provincial Treasury may require presentations/interviews from the short-listed Bidders as part of the bid process.

38. COMMUNICATION AND CONFIDENTIALITY

38.1 The Free State Provincial Treasury may communicate with Bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

38.2 All communication between the Bidder and the Free State Provincial Treasury must be done in writing.

38.3 Whilst all due care has been taken in connection with the preparation of this bid, the Free State Provincial Treasury makes no representations or warranties that the content of this bid or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. The Free State Provincial Treasury, and its offers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.

- 38.4 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the The Free State Provincial Treasury (other than minor clerical matters), the Bidder must promptly notify the Free State Provincial Treasury in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the The Free State Provincial Treasury an opportunity to consider what corrective action is necessary (if any).
- 38.5 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Free State Provincial Treasury will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

All persons (including Bidders) obtaining or receiving this bid and any other information in connection with this Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

39. **LATE BIDS**

- 39.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration.

40. **COUNTER CONDITIONS**

- 40.1 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders will result in the disqualification of such bids.

41. **AGREEMENTS**

- 41.1 A Service Level Agreement shall be entered into with the Provincial Free State Treasury to clarify specific operational provisions. The Service Level Agreement will be subject to the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC) and the bid documents.
- 41.2 Should funds no longer be available to pay for the execution of the responsibilities of **FSPT005/22/23**, the Free State Provincial Treasury may terminate the Agreement in its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure, provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

42. **SETTLEMENT OF DISPUTES**

- 42.1 Notwithstanding clauses 27 of the GCC, mediation proceedings will not be applicable to this contract.

43. OFFICIALS PROHIBITED FROM SUBMITTING BIDS

- 43.1 In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Treasury or a provincial public entity may not have business interest in any entity conducting business with the Provincial Government.
- 43.2 According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.
- 43.3 The Free State Provincial Treasury may not award any tender or enter into any contract with an employee in the employment of the State.
- 43.4 All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

44. JOINT VENTURE AGREEMENTS

- a. Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a JV agreement should be submitted together with the bid. Kindly complete attached **Annexure A** and register on the CSD as a Joint Venture.
- b. Individual Entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD. It will also be expected that a joint venture/consortium should open a joint bank account (proof of the bank account should be submitted after awarding) within 30 days after the awarding of the contract).

45. ACCEPTANCE OF THE TERMS OF REFERENCE, SPECIAL CONDITIONS OF THE CONTRACT AND GENERAL CONDITIONS OF CONTRACT

Failure to accept the Terms of Reference, Special Conditions of the Contract and the General Conditions of Contract or any part thereof, may result in the submitted proposal not to be considered. Further, failure to comply with any of the conditions, including timelines stipulated in the Request for Proposal after the award may lead to cancellation of the contract.

The Bidder Must Complete the Following:		
I _____ in my capacity as _____ of the company, hereby certify that I take note and accept the above-mentioned Terms of Reference, Special Conditions of the Contract and Conditions of the Contract.		
.....
SIGNATURE	NAME OF BIDDING INSTITUTION	CAPACITY
Contact person of company: _____		
Tel. of company: (____) _____		

Fax of company: (____) _____

SECTION 3

GENERAL CONDITIONS OF CONTRACT

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and document
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

1. Definitions	<p>1. The following terms shall be interpreted as indicated:</p> <p>1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.</p> <p>1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</p> <p>1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.</p> <p>1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</p> <p>1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>1.7 “Day” means calendar day.</p> <p>1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.</p> <p>1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.</p> <p>1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.</p>
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	<p>1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.</p> <p>1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.</p> <p>1.14 "GCC" means the General Conditions of Contract.</p> <p>1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</p> <p>1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his sub bidders) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.</p> <p>1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.</p> <p>1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.</p> <p>1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p>
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	<p>1.20 “Project site,” where applicable, means the place indicated in bidding documents.</p> <p>1.21 “Purchaser” means the organization purchasing the goods.</p> <p>1.22 “Republic” means the Republic of South Africa.</p> <p>1.23 “SCC” means the Special Conditions of Contract.</p> <p>1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.</p> <p>1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.</p>
2. Application	<p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
3. General	<p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za</p>
4. Standards	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
5. Use of contract documents and	<p>5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification,</p>

<p>information; inspection.</p>	<p>plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.</p> <p>5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
<p>6. Patent rights</p>	<p>6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>
<p>7. Performance security</p>	<p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.</p> <p>7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <ul style="list-style-type: none"> (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier’s or certified cheque <p>7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier’s performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>

<p>8. Inspections, tests and analyses</p>	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or bidder shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.</p> <p>8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.</p> <p>8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.</p> <p>8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</p>
<p>9. Packing</p>	<p>9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit</p>

	<p>and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.</p>
10. Delivery and documents	<p>10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.</p> <p>10.2 Documents to be submitted by the supplier are specified in SCC.</p>
11. Insurance	<p>11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.</p>
12. Transportation	<p>12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</p>
13. Incidental services	<p>13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods; (b) furnishing of tools required for assembly and/or maintenance of the supplied goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. <p>13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.</p>

<p>14. Spare parts</p>	<p>14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <ul style="list-style-type: none"> (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
<p>15. Warranty</p>	<p>15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.</p> <p>15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.</p>
<p>16. Payment</p>	<p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p>

	16.2	The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
	16.3	Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
	16.4	Payment will be made in Rand unless otherwise stipulated in SCC.
17. Prices	17.1	Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
18. Contract amendments	18.1	No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
19. Assignment	19.1	The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
20. Subcontracts	20.1	The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
21. Delays in the supplier's performance	21.1	Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
	21.2	If at any time during performance of the contract, the supplier or its subbidder(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
	21.3	No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
	21.4	The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where

	the supplies are required, or the supplier's services are not readily available.
	<p>21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.</p> <p>21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.</p>
22. Penalties	<p>22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.</p>
23. Termination for default	<p>23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:</p> <ul style="list-style-type: none"> (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; (b) if the Supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. <p>23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.</p>

<p>24. Anti-dumping and countervailing duties and rights</p>	<p>24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the bidder to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the bidder in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him</p>
<p>25. ForceMajeure</p>	<p>25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.</p> <p>25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.</p>
<p>26. Terminationfor insolvency</p>	<p>26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.</p>
<p>27. Settlement of Disputes</p>	<p>27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p>

	<p>27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5 Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>(b) the purchaser shall pay the supplier any monies due the supplier.</p>
28. Limitation of liability	<p>28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.</p>
29. Governing language	<p>29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.</p>
30. Applicable law	<p>30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.</p>
31. Notices	<p>31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>

32. Taxes and duties	<p>32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.</p>
33. National Industrial Participation (NIP) Programme	<p>33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.</p>
34. Prohibition of Restrictive practices	<p>34.1 In terms of Section 4 (1) (b) (iii) of the Competition Act No.89 of 1998,as amended,an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationshipand if a bidder (s) is /are or a contractor (s) was/were involved in collusive bidding (or bid rigging).</p> <p>35. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No.89 of 1998.</p> <p>36. If a bidder(s) or contractor(s), has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor (s) from conducting business with the publicsector for a period not exceeding ten (10) years and/or claim damages from the bidder(s) or contractor(s) concerned.</p>

SECTION 4

REQUEST BID FROM TRAVEL MANAGEMENT COMPANIES TO PROVIDE TRAVEL SERVICES IN TERMS OF ACCOMMODATION, CAR RENTAL AND AIR TRANSPORT FOR A PERIOD OF THREE (3) YEARS

IN CASE OF A CONSORTIUM/JOINT VENTURE/SUB-CONTRACTOR CONCERN:

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;
2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;
3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;
4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and
5. Offered or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.
6. Certified that a joint bank account will be open in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term "person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contracting, or any employee of such a person, consortium/joint venture/sub-contracting.

SIGNED ON BEHALF OF BIDDER

Date: _____

ANNEXURE B

LIST OF GROUPS AND SIPP CODES PER CAR RENTAL COMPANY

EUROPCAR		
Group	Vehicle Type OR Similar	Sipp Codes
T	HYUNDAI I10 GLS MOTION 5DR	MDMR
B	FORD FIESTA AMBIENTE 5DR	EDMR
C	HYUNDAI ACCENT GL MOTION	CDMR
D	VW POLO VIVO TRENDLINE	EDAR
O	BMW 3 SERIES	PDAR
O	MERCEDES BENZ C-CLASS	PDAR
N	TOYOTA FORTUNER 4X2	PRAD
E	HYUNDAI H1	PVMR
R	HYUNDAI TUSCON OR SIMILAR	SFAR

AVIS		
Group	Vehicle Type OR Similar	Sipp Codes
A	HYUNDAI I10 OR SIMILAR	MDMR
B	FORD FIESTA HATCH OR SIMILAR	EDMR
C	TOYOTA COROLLA QUEST OR SIMILAR	CDMR
E	TOYOTA COROLLA AUTO OR SIMILAR	PVMR
G	BMW 320I OR SIMILA	PDAR
H	MERCEDES BENZ C-CLASS	PCAR
I	TOYOTA FORTUNER 4X2	PRAR
N	HYUNDAI H1 OR SIMILAR	PVAR
L	NISSAN X TRAIL SE 4X4	SFAR

WOOD FORD		
Group	Vehicle Type OR Similar	Sipp Codes
A	HYUNDAI I10	MDMR
B	KIA RIO/ TOYOTA ATIOS	EDMR
C	TOYOTA COROLLA	CDMR
D	HYUNDAI ACCENT/ POLO AUTO	CDAR
G	MERCEDES BENZ C-CLASS	PDAR
L	VW MINIBUS/ HYUNDAI H1	PVMR
E1	KIA SPORTAGE/ IX35	IFAR

BIDVEST		
Group	Vehicle Type OR Similar	Sipp Codes
A	CHEV SPARK OR SIMILAR	MDMR
B	FORD FIESTA AMBIENTE 5DR	EDMR
C	HYUNDAI ACCENT GL MOTION	CDMR
E	TOYOTA COROLLA OR SIMILAR	CDAR
G	AUDI A4 OR SIMILAR	PDAR
H	MERCEDES BENZ C-CLASS	PCAR
I	TOYOTA FORTUNER 4X2	PRAR
E	VW T5 KOMBI OR SIMILAR	PVMR
R	NISSAN X TRAIL 4X4	SFMR

Note: *This list is not exhaustive as not all information was available at the time of publishing. Please contact the relevant Car Rental Company to obtain the correct Group or SIPP Code.*

EXPLANATION OF SIPP CODES

Please note that the highlighted codes are codes most often used by government institutions.

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
CBAN	C	B	A	N	Compact	2/3 door	Auto drive	Unspecified Fuel /Power Without Aircon
CBAR	C	B	A	R	Compact	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
CBMN	C	B	M	N	Compact	2/3 door	Manual drive	Unspecified Fuel /Power Without Aircon
CBMR	C	B	M	R	Compact	2/3 door	Manual drive	Unspecified Fuel /Power With Aircon
CCAN	C	C	A	N	Compact	2/4 door	Auto drive	Unspecified Fuel /Power Without Aircon
CCAR	C	C	A	R	Compact	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
CCMD	C	C	M	D	Compact	2/4 door	Manual drive	Diesel / Aircon
CCMN	C	C	M	N	Compact	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
CCMR	C	C	M	R	Compact	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
CDAN	C	D	A	N	Compact	4/5door	Auto drive	Unspecified Fuel /Power Without Aircon
CDAR	C	D	A	R	Compact	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
CDMD	C	D	M	D	Compact	4/5door	Manual drive	Diesel / Aircon
CDMN	C	D	M	N	Compact	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
CDMR	C	D	M	R	Compact	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
CFAR	C	F	A	R	Compact	SUV	Auto drive	Unspecified Fuel /Power With Aircon
CFMN	C	F	M	N	Compact	SUV	Manual drive	Unspecified Fuel /Power Without Aircon
CFMR	C	F	M	R	Compact	SUV	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
CIMR	C	I	M	R	Compact		Manual drive	Unspecified Fuel /Power With Aircon
CLMR	C	L	M	R	Compact	Limousine	Manual drive	Unspecified Fuel /Power With Aircon
CPAR	C	P	A	R	Compact	Pickup Regular Cab	Auto drive	Unspecified Fuel /Power With Aircon
CPMN	C	P	M	N	Compact	Pickup Regular Cab	Manual drive	Unspecified Fuel /Power Without Aircon
CPMR	C	P	M	R	Compact	Pickup Regular Cab	Manual drive	Unspecified Fuel /Power With Aircon
CTAR	C	T	A	R	Compact	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
CTMN	C	T	M	N	Compact	Convertible	Manual drive	Unspecified Fuel /Power Without Aircon
CTMR	C	T	M	R	Compact	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
CVAR	C	V	A	R	Compact	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
CVMD	C	V	M	D	Compact	Passenger Van	Manual drive	Diesel / Aircon
CVMR	C	V	M	R	Compact	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
CWAR	C	W	A	R	Compact	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
CWMD	C	W	M	D	Compact	Wagon / Estate	Manual drive	Diesel / Aircon
CWMN	C	W	M	N	Compact	Wagon / Estate	Manual drive	Unspecified Fuel /Power Without Aircon
CWMR	C	W	M	R	Compact	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon
CXAN	C	X	A	N	Compact	Special	Auto drive	Unspecified Fuel /Power Without Aircon
CXAR	C	X	A	R	Compact	Special	Auto drive	Unspecified Fuel /Power With Aircon
CXMN	C	X	M	N	Compact	Special	Manual drive	Unspecified Fuel /Power Without Aircon
CXMR	C	X	M	R	Compact	Special	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
EBAN	E	B	A	N	Economy	2/3 door	Auto drive	Unspecified Fuel /Power Without Aircon
EBAR	E	B	A	R	Economy	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
EBMN	E	B	M	N	Economy	2/3 door	Manual drive	Unspecified Fuel /Power Without Aircon
EBMR	E	B	M	R	Economy	2/3 door	Manual drive	Unspecified Fuel /Power With Aircon
ECAN	E	C	A	N	Economy	2/4 door	Auto drive	Unspecified Fuel /Power Without Aircon
ECAR	E	C	A	R	Economy	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
ECMD	E	C	M	D	Economy	2/4 door	Manual drive	Diesel / Aircon
ECMN	E	C	M	N	Economy	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
ECMR	E	C	M	R	Economy	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
EDAN	E	D	A	N	Economy	4/5door	Auto drive	Unspecified Fuel /Power Without Aircon
EDAR	E	D	A	R	Economy	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
EDMD	E	D	M	D	Economy	4/5door	Manual drive	Diesel / Aircon
EDMN	E	D	M	N	Economy	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
EDMR	E	D	M	R	Economy	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
EFAD	E	F	A	D	Economy	SUV	Auto drive	Diesel / Aircon
EFAR	E	F	A	R	Economy	SUV	Auto drive	Unspecified Fuel /Power With Aircon
EFMR	E	F	M	R	Economy	SUV	Manual drive	Unspecified Fuel /Power With Aircon
EKMN	E	K	M	N	Economy	Commercial Van / Truck	Manual drive	Unspecified Fuel /Power Without Aircon
ESAR	E	S	A	R	Economy	Sport	Auto drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
ESMR	E	S	M	R	Economy	Sport	Manual drive	Unspecified Fuel /Power With Aircon
ETAR	E	T	A	R	Economy	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
ETMN	E	T	M	N	Economy	Convertible	Manual drive	Unspecified Fuel /Power Without Aircon
ETMR	E	T	M	R	Economy	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
EVMN	E	V	M	N	Economy	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
EVMR	E	V	M	R	Economy	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
EWMN	E	W	M	N	Economy	Wagon / Estate	Manual drive	Unspecified Fuel /Power Without Aircon
EWMR	E	W	M	R	Economy	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon
EXAR	E	X	A	R	Economy	Special	Auto drive	Unspecified Fuel /Power With Aircon
EXMN	E	X	M	N	Economy	Special	Manual drive	Unspecified Fuel /Power Without Aircon
EXMR	E	X	M	R	Economy	Special	Manual drive	Unspecified Fuel /Power With Aircon
FBAR	F	B	A	R	Fullsize	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
FCAR	F	C	A	R	Fullsize	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
FCMR	F	C	M	R	Fullsize	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
FDAD	F	D	A	D	Fullsize	4/5door	Auto drive	Diesel / Aircon
FDAR	F	D	A	R	Fullsize	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
FDMD	F	D	M	D	Fullsize	4/5door	Manual drive	Diesel / Aircon
FDMN	F	D	M	N	Fullsize	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
FDMR	F	D	M	R	Fullsize	4/5door	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
FFAN	F	F	A	N	Fullsize	SUV	Auto drive	Unspecified Fuel /Power Without Aircon
FFAR	F	F	A	R	Fullsize	SUV	Auto drive	Unspecified Fuel /Power With Aircon
FFMN	F	F	M	N	Fullsize	SUV	Manual drive	Unspecified Fuel /Power Without Aircon
FFMR	F	F	M	R	Fullsize	SUV	Manual drive	Unspecified Fuel /Power With Aircon
FIAR	F	I	A	R	Fullsize		Auto drive	Unspecified Fuel /Power With Aircon
FIMR	F	I	M	R	Fullsize		Manual drive	Unspecified Fuel /Power With Aircon
FPAR	F	P	A	R	Fullsize	Pickup Regular Cab	Auto drive	Unspecified Fuel /Power With Aircon
FPMR	F	P	M	R	Fullsize	Pickup Regular Cab	Manual drive	Unspecified Fuel /Power With Aircon
FTAR	F	T	A	R	Fullsize	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
FTMR	F	T	M	R	Fullsize	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
FVAN	F	V	A	N	Fullsize	Passenger Van	Auto drive	Unspecified Fuel /Power Without Aircon
FVAR	F	V	A	R	Fullsize	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
FVMD	F	V	M	D	Fullsize	Passenger Van	Manual drive	Diesel / Aircon
FVMN	F	V	M	N	Fullsize	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
FVMR	F	V	M	R	Fullsize	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
FWAD	F	W	A	D	Fullsize	Wagon / Estate	Auto drive	Diesel / Aircon
FWAR	F	W	A	R	Fullsize	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
FWMR	F	W	M	R	Fullsize	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon
FXAR	F	X	A	R	Fullsize	Special	Auto drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
FXMR	F	X	M	R	Fullsize	Special	Manual drive	Unspecified Fuel /Power With Aircon
GVAR	G	V	A	R	Fullsize Elite	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
GVMR	G	V	M	R	Fullsize Elite	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
IBAR	I	B	A	R	Intermediate	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
IBMD	I	B	M	D	Intermediate	2/3 door	Manual drive	Diesel / Aircon
IBMR	I	B	M	R	Intermediate	2/3 door	Manual drive	Unspecified Fuel /Power With Aircon
ICAN	I	C	A	N	Intermediate	2/4 door	Auto drive	Unspecified Fuel /Power Without Aircon
ICAR	I	C	A	R	Intermediate	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
ICMN	I	C	M	N	Intermediate	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
ICMR	I	C	M	R	Intermediate	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
IDAD	I	D	A	D	Intermediate	4/5door	Auto drive	Diesel / Aircon
IDAN	I	D	A	N	Intermediate	4/5door	Auto drive	Unspecified Fuel /Power Without Aircon
IDAR	I	D	A	R	Intermediate	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
IDMD	I	D	M	D	Intermediate	4/5door	Manual drive	Diesel / Aircon
IDMN	I	D	M	N	Intermediate	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
IDMR	I	D	M	R	Intermediate	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
IFAN	I	F	A	N	Intermediate	SUV	Auto drive	Unspecified Fuel /Power Without Aircon
IFAR	I	F	A	R	Intermediate	SUV	Auto drive	Unspecified Fuel /Power With Aircon
IFMN	I	F	M	N	Intermediate	SUV	Manual drive	Unspecified Fuel /Power Without Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
IFMR	I	F	M	R	Intermediate	SUV	Manual drive	Unspecified Fuel /Power With Aircon
IGMR	I	G	M	R	Intermediate	Crossover	Manual drive	Unspecified Fuel /Power With Aircon
IIMR	I	I	M	R	Intermediate		Manual drive	Unspecified Fuel /Power With Aircon
IJAR	I	J	A	R	Intermediate	Open Air All Terrain	Auto drive	Unspecified Fuel /Power With Aircon
IJMR	I	J	M	R	Intermediate	Open Air All Terrain	Manual drive	Unspecified Fuel /Power With Aircon
ILMR	I	L	M	R	Intermediate	Limousine	Manual drive	Unspecified Fuel /Power With Aircon
IPMR	I	P	M	R	Intermediate	Pickup Regular Cab	Manual drive	Unspecified Fuel /Power With Aircon
ITAR	I	T	A	R	Intermediate	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
ITMN	I	T	M	N	Intermediate	Convertible	Manual drive	Unspecified Fuel /Power Without Aircon
ITMR	I	T	M	R	Intermediate	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
IVAN	I	V	A	N	Intermediate	Passenger Van	Auto drive	Unspecified Fuel /Power Without Aircon
IVAR	I	V	A	R	Intermediate	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
IVMN	I	V	M	N	Intermediate	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
IVMR	I	V	M	R	Intermediate	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
IWAN	I	W	A	N	Intermediate	Wagon / Estate	Auto drive	Unspecified Fuel /Power Without Aircon
IWAR	I	W	A	R	Intermediate	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
IWMD	I	W	M	D	Intermediate	Wagon / Estate	Manual drive	Diesel / Aircon
IWMN	I	W	M	N	Intermediate	Wagon / Estate	Manual drive	Unspecified Fuel /Power Without Aircon
IWMR	I	W	M	R	Intermediate	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
IXAR	I	X	A	R	Intermediate	Special	Auto drive	Unspecified Fuel /Power With Aircon
IXMN	I	X	M	N	Intermediate	Special	Manual drive	Unspecified Fuel /Power Without Aircon
IXMR	I	X	M	R	Intermediate	Special	Manual drive	Unspecified Fuel /Power With Aircon
JFAR	J	F	A	R	Intermediate Elite	SUV	Auto drive	Unspecified Fuel /Power With Aircon
LCAN	L	C	A	N	Luxury	2/4 door	Auto drive	Unspecified Fuel /Power Without Aircon
LCAR	L	C	A	R	Luxury	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
LCMR	L	C	M	R	Luxury	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
LDAD	L	D	A	D	Luxury	4/5door	Auto drive	Diesel / Aircon
LDAR	L	D	A	R	Luxury	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
LDMR	L	D	M	R	Luxury	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
LFAR	L	F	A	R	Luxury	SUV	Auto drive	Unspecified Fuel /Power With Aircon
LFMR	L	F	M	R	Luxury	SUV	Manual drive	Unspecified Fuel /Power With Aircon
LSAR	L	S	A	R	Luxury	Sport	Auto drive	Unspecified Fuel /Power With Aircon
LSMR	L	S	M	R	Luxury	Sport	Manual drive	Unspecified Fuel /Power With Aircon
LTAR	L	T	A	R	Luxury	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
LTMR	L	T	M	R	Luxury	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
LVAN	L	V	A	N	Luxury	Passenger Van	Auto drive	Unspecified Fuel /Power Without Aircon
LVAR	L	V	A	R	Luxury	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
LVMN	L	V	M	N	Luxury	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
LVMR	L	V	M	R	Luxury	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
LWAR	L	W	A	R	Luxury	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
LXAR	L	X	A	R	Luxury	Special	Auto drive	Unspecified Fuel /Power With Aircon
MBAR	M	B	A	R	Mini	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
MBMN	M	B	M	N	Mini	2/3 door	Manual drive	Unspecified Fuel /Power Without Aircon
MBMR	M	B	M	R	Mini	2/3 door	Manual drive	Unspecified Fuel /Power With Aircon
MCAR	M	C	A	R	Mini	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
MCMN	M	C	M	N	Mini	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
MCMR	M	C	M	R	Mini	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
MDAR	M	D	A	R	Mini	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
MDMN	M	D	M	N	Mini	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
MDMR	M	D	M	R	Mini	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
MFMR	M	F	M	R	Mini	SUV	Manual drive	Unspecified Fuel /Power With Aircon
MTAN	M	T	A	N	Mini	Convertible	Auto drive	Unspecified Fuel /Power Without Aircon
MTMN	M	T	M	N	Mini	Convertible	Manual drive	Unspecified Fuel /Power Without Aircon
MTMR	M	T	M	R	Mini	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
MVAR	M	V	A	R	Mini	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
MVMN	M	V	M	N	Mini	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
MVMR	M	V	M	R	Mini	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
MXAR	M	X	A	R	Mini	Special	Auto drive	Unspecified Fuel /Power With Aircon
MXMN	M	X	M	N	Mini	Special	Manual drive	Unspecified Fuel /Power Without Aircon
MXMR	M	X	M	R	Mini	Special	Manual drive	Unspecified Fuel /Power With Aircon
NTAN	N	T	A	N	Mini Elite	Convertible	Auto drive	Unspecified Fuel /Power Without Aircon
NTMN	N	T	M	N	Mini Elite	Convertible	Manual drive	Unspecified Fuel /Power Without Aircon
PCAR	P	C	A	R	Premium	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
PCMR	P	C	M	R	Premium	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
PDAD	P	D	A	D	Premium	4/5door	Auto drive	Diesel / Aircon
PDAR	P	D	A	R	Premium	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
PDMD	P	D	M	D	Premium	4/5door	Manual drive	Diesel / Aircon
PDMN	P	D	M	N	Premium	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
PDMR	P	D	M	R	Premium	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
PFAR	P	F	A	R	Premium	SUV	Auto drive	Unspecified Fuel /Power With Aircon
PFMN	P	F	M	N	Premium	SUV	Manual drive	Unspecified Fuel /Power Without Aircon
PFMR	P	F	M	R	Premium	SUV	Manual drive	Unspecified Fuel /Power With Aircon
PIAR	P	I	A	R	Premium		Auto drive	Unspecified Fuel /Power With Aircon
PSAR	P	S	A	R	Premium	Sport	Auto drive	Unspecified Fuel /Power With Aircon
PTAR	P	T	A	R	Premium	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
PTMR	P	T	M	R	Premium	Convertible	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
PVAR	P	V	A	R	Premium	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
PVMN	P	V	M	N	Premium	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
PVMR	P	V	M	R	Premium	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
PWAR	P	W	A	R	Premium	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
PWMN	P	W	M	N	Premium	Wagon / Estate	Manual drive	Unspecified Fuel /Power Without Aircon
PWMR	P	W	M	R	Premium	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon
PXAR	P	X	A	R	Premium	Special	Auto drive	Unspecified Fuel /Power With Aircon
PXMR	P	X	M	R	Premium	Special	Manual drive	Unspecified Fuel /Power With Aircon
RVMR	R	V	M	R	Standard Elite	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
SBAR	S	B	A	R	Standard	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
SCAN	S	C	A	N	Standard	2/4 door	Auto drive	Unspecified Fuel /Power Without Aircon
SCAR	S	C	A	R	Standard	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
SCMD	S	C	M	D	Standard	2/4 door	Manual drive	Diesel / Aircon
SCMN	S	C	M	N	Standard	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
SCMR	S	C	M	R	Standard	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
SDAD	S	D	A	D	Standard	4/5door	Auto drive	Diesel / Aircon
SDAN	S	D	A	N	Standard	4/5door	Auto drive	Unspecified Fuel /Power Without Aircon
SDAR	S	D	A	R	Standard	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
SDMD	S	D	M	D	Standard	4/5door	Manual drive	Diesel / Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
SDMN	S	D	M	N	Standard	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
SDMR	S	D	M	R	Standard	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
SFAN	S	F	A	N	Standard	SUV	Auto drive	Unspecified Fuel /Power Without Aircon
SFAR	S	F	A	R	Standard	SUV	Auto drive	Unspecified Fuel /Power With Aircon
SFMN	S	F	M	N	Standard	SUV	Manual drive	Unspecified Fuel /Power Without Aircon
SFMR	S	F	M	R	Standard	SUV	Manual drive	Unspecified Fuel /Power With Aircon
STAR	S	T	A	R	Standard	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
STMR	S	T	M	R	Standard	Convertible	Manual drive	Unspecified Fuel /Power With Aircon
SVAN	S	V	A	N	Standard	Passenger Van	Auto drive	Unspecified Fuel /Power Without Aircon
SVAR	S	V	A	R	Standard	Passenger Van	Auto drive	Unspecified Fuel /Power With Aircon
SVMD	S	V	M	D	Standard	Passenger Van	Manual drive	Diesel / Aircon
SVMN	S	V	M	N	Standard	Passenger Van	Manual drive	Unspecified Fuel /Power Without Aircon
SVMR	S	V	M	R	Standard	Passenger Van	Manual drive	Unspecified Fuel /Power With Aircon
SWAN	S	W	A	N	Standard	Wagon / Estate	Auto drive	Unspecified Fuel /Power Without Aircon
SWAR	S	W	A	R	Standard	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
SWMD	S	W	M	D	Standard	Wagon / Estate	Manual drive	Diesel / Aircon
SWMN	S	W	M	N	Standard	Wagon / Estate	Manual drive	Unspecified Fuel /Power Without Aircon
SWMR	S	W	M	R	Standard	Wagon / Estate	Manual drive	Unspecified Fuel /Power With Aircon
SXMR	S	X	M	R	Standard	Special	Manual drive	Unspecified Fuel /Power With Aircon

SIPP code	1	2	3	4	1 Type of vehicle	2 Size of vehicle	3 Transmission & drive	4 Fuel & A/C
XBAR	X	B	A	R	Special	2/3 door	Auto drive	Unspecified Fuel /Power With Aircon
XCAR	X	C	A	R	Special	2/4 door	Auto drive	Unspecified Fuel /Power With Aircon
XCMN	X	C	M	N	Special	2/4 door	Manual drive	Unspecified Fuel /Power Without Aircon
XCMR	X	C	M	R	Special	2/4 door	Manual drive	Unspecified Fuel /Power With Aircon
XDAR	X	D	A	R	Special	4/5door	Auto drive	Unspecified Fuel /Power With Aircon
XDMN	X	D	M	N	Special	4/5door	Manual drive	Unspecified Fuel /Power Without Aircon
XDMR	X	D	M	R	Special	4/5door	Manual drive	Unspecified Fuel /Power With Aircon
XFAR	X	F	A	R	Special	SUV	Auto drive	Unspecified Fuel /Power With Aircon
XFMN	X	F	M	N	Special	SUV	Manual drive	Unspecified Fuel /Power Without Aircon
XFMR	X	F	M	R	Special	SUV	Manual drive	Unspecified Fuel /Power With Aircon
XJAR	X	J	A	R	Special	Open Air All Terrain	Auto drive	Unspecified Fuel /Power With Aircon
XPMN	X	P	M	N	Special	Pickup Regular Cab	Manual drive	Unspecified Fuel /Power Without Aircon
XRAR	X	R	A	R	Special	Recreational	Auto drive	Unspecified Fuel /Power With Aircon
XSAR	X	S	A	R	Special	Sport	Auto drive	Unspecified Fuel /Power With Aircon
XTAR	X	T	A	R	Special	Convertible	Auto drive	Unspecified Fuel /Power With Aircon
XWAR	X	W	A	R	Special	Wagon / Estate	Auto drive	Unspecified Fuel /Power With Aircon
XXAR	X	X	A	R	Special	Special	Auto drive	Unspecified Fuel /Power With Aircon