



## ADDENDUM A

Tender F (SCM) 03/2025 - A

**TENDERS ARE HEREBY INVITED FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR HOSPITALITY MANAGEMENT SERVICES: TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF THREE (3) YEARS.**

**Bidders are hereby notified of the following amendments:**

**1. TENDER CONDITIONS: section 3 (32):**

- A Corporate Social Responsibility contribution of two (2) percent inclusive of 15% VAT will be levied on all companies/ service providers appointed as successful bidders if such company(s)/service provider(s) are not based in the area of jurisdiction of Mogale City.

**Bidders must note that the two (2) percent inclusive of 15% VAT will be levied on transactional/service fees. Invoices from third parties must be submitted.**

**5. SPECIAL CONDITIONS:**

**The following condition is no longer applicable:**

5.20 Service provider/s should have a minimum of R2 million Travel Agency Insurance to cover risks such as trip cancellations, travel-related claims, and client injuries.

**6. TECHNICAL EVALUATION CRITERIA**

**The following element is amended:**

NO	DESCRIPTION	WEIGHT	MINIMUM
4.	<u><b>Insurance</b></u>  The bidding company must submit proof of general liability cover insurance worth R2 million <b>= 5 points</b>	<b>5</b>	<b>5</b>

**7. PRICING SCHEDULE**

**TENDER NO: F (SCM) 03/2025 – A: APPOINTMENT OF SERVICE PROVIDER/S FOR HOSPITALITY MANAGEMENT SERVICES: TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF THREE (3) YEARS.**

**Bidders must take note of the following amendments/additions: Transaction fees**

<b>Item No.</b>	<b>Item Description</b>	<b>Price (VAT Excl.)</b>	<b>Price (VAT Incl.)</b>
1.	Air travel - Regional	R	R
2.	Air travel - domestic	R	R
3.	Air travel - Refunds - regional	R	R
4.	Air travel - refunds - domestic	R	R
5.	Accommodation - domestic	R	R
6.	Accommodation - regional	R	R
7.	Car rental - domestic	R	R
8.	Car rental - regional	R	R
9.	Shuttle - regional	R	R
10.	Shuttle - domestic	R	R
11.	Bus/coach booking	R	R
12.	sms notifications	R	R
13.	parking bookings	R	R
14.	Cancelations	R	R
15.	Changes to bookings	R	R
16.	After hours services	R	R
17.	Ad-hoc reports	R	R
18.	Any other	R	R
19.	Any other	R	R
20.	Any other	R	R
<b>TOTAL COSTS</b>		<b>R</b>	<b>R</b>

**NB: ESCALATION**

**Bidders must note that bid price (s) will be in line with the CPI escalation as published by South African Reserve Bank for year two (2) and year (3).**

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date