

REQUEST FOR PROPOSALS FOR APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES TO THE IDT FOR A PERIOD OF 36 MONTHS



# RECORD OF ADDENDA

REQUEST FOR PROPOSALS FOR APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES TO THE IDT FOR A PERIOD OF 36 MONTHS

TENDER NUMBER: **IDT/HO/TRAVEL19022025**

Closing Date:

**Thursday 20 March 2025 at 12h00pm**

ISSUED BY: INDEPENDENT DEVELOPMENT TRUST

Glenwood Office Park, Cnr Oberon and Sprite Street. FAIR GLEN, 0045

(012) 845 2000. [www.idt.org.za](http://www.idt.org.za)

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This document must form part of the returnable schedule as it is referenced in the offer portion of the Bid Document and Acceptance

**2.5 Cost Form**

**To be submitted for Costing Breakdown**

<b>NAME OF BIDDER</b>	
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Bidders are required to provide a detailed financial proposal as per table below based on the scope of work specified.

<b>ITEM DESCRIPTION</b>	<b>COST</b>
<b>1. Air Reservation Fee - Domestic</b>	R
<b>2. International Travel</b>	R
<b>3. Hotel and B &amp; B Reservation Fee</b>	R
<b>4. Monthly Accommodation for Foreign Professionals</b>	R
<b>5. Conference and Event Management Fee %</b>	R
<b>6. Car Hire Reservation Fee</b>	R
<b>7. Airport Parking Reservation Fee</b>	R
<b>8. After Hour extra charges, if applicable</b>	R
<b>9. Airport Transfer Reservation Fee</b>	R
<b>10. Reservation of Shuttle Services Fee</b>	R
<b>11. Changes to Bookings</b>	R
<b>12. Monthly Statement and Report Fees</b>	R

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ITEM DESCRIPTION	COST
<b>13. Billback (if applicable)</b>	R
<b>14. Online Travel Management System Fees : OTMS (billed annually for 200 users)</b>	R (year 1) ..... R (year 2) ..... R (year 3) ..... <b>TOTAL: R</b>
<b>15. Other Fees (Specify)</b> ..... .....	
<b>TOTAL (Excluding VAT)</b>	R
<b>VAT (if applicable)</b>	R
<b>GRAND TOTAL</b>	R

Signed

Date

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Name

Bidder

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