



PRICE THAT WILL BE USED FOR EVALUATION PURPOSES

TEMPLATE 2: TRANSACTION FEE MODEL OFF-SITE SERVICES

RFP NO:

SCMU 14-24/25:0001

P NAME:

Request for Proposal for Appointment of Travel Management Company To Provide Travel Management Services to EASTERN CAPE SPORTS RECREATION, ARTS, AND CULTURE

DER NAME

<NAME OF BIDDER TO BE FILLED IN HERE>

ISACTION FEES

		TRADITIONAL BOOKINGS			
		Estimated Volume	Unit Price	Unit Price	TOTAL Price
ITEM	Transaction Type	(per year)	(excl VAT)	(incl VAT)	(incl VAT)
1	Air Travel – International	10		R -	R -
2	Air Travel – Domestic	1800		R -	R -
3	Air Travel – International (Re-issue)	10		R -	R -
4	Air Travel – Domestic (Re-issue)	90		R -	R -
7	Car Rental – Domestic	1800		R -	R -
8	Car Rental – International	10		R -	R -
9	Transfers/Shuttle – Domestic	68		R -	R -
10	Transfers/Shuttle - International	10		R -	R -
11	Accommodation – Domestic	1642		R -	R -
	Accommodation (Groups more than 10 people				
	for events as a percentage of the				
12	accommodation costs)	R30000			
13	Accommodation – International	10		R -	R -
	Bus/Coach Bookings for the bus - (Driver				
14	required)	53		R -	R -
	Bus/Coach bookings for longer than 5 hours				
	must enclude enroute meals for the	200			
	participants and charged as a management	200			
15	fee				
16	Mini Bus hire (driver required with PDP)	350		R -	R -
17	Trailer hire	100		R -	R -
18	Train bookings – International	10		R -	R -
	Visa Assistance				
19	(Provision of documents and advice)	10		R -	R -
20	Courier services for travel documentation	1		R -	R -
21	SMS Notifications	1642			R -
				R -	
22	Parking bookings	58		R -	R -
23	Cancellations	413		R -	R -
24	Changes to bookings	821		R -	R -
25	After Hours Services -	328		R -	R -
26	Additional Ad-hoc Reports (per report)	1		R -	R -
27	Customised Reports (per report)	1		R -	R -
	Conference Transaction Fee (as a % of the				
28	Total cost of the conference)	R50000		R -	
29	Billback fee services	2000		R -	R -
				R -	R -
				R -	R -
	Total	11438	<u> </u>		R -

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The Tendering Institution must indicate the estimated volumes per transaction type in order to obtain most cost-effective pricing from bidders. This can be obtained from historic volumes from your current TMC