



Attention	:	Prospective Bidders
From	:	Supply Chain Management
Date	:	20 May 2024
Bid Number	:	RFP2024/3/NYDA
Bid Title	:	APPOINTMENT OF TWO TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMMODATION MANAGEMENT SERVICES TO THE NATIONAL YOUTH DEVELOPMENT AGENCY FOR A PERIOD OF THREE (3) YEARS.

YOU ARE HEREBY ADVISED OF THE ADMINISTRATIVE REGULATIONS AND PROCEDURES

- o Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging). Collusive Bidding is a per se prohibition meaning that it cannot be justified under any grounds. It undermines the fair determination of a supplier, corruptly eliminating free and open competition. Therefore, it is not allowed.

1. QUESTIONS AND ANSWERS DURING THE COMPULSORY BRIEFING SESSION HELD ON THE 08th of MAY 2024 AT 10H00

1.1	Question	:	Is the agency currently on an Online booking tool (OBT)? If we are – please explain the split between an OBT and a traditional method.
	Answer	:	OBT is a new requirement. NYDA currently uses a traditional way of booking, so we are looking into getting a service provider that uses an OBT system. Split between the two – we will be distributing orders equally amongst the two appointed service providers.
1.2	Question	:	If we say we want to appoint two travel management companies, and we also want to move to an OBT. How is the split going to happen? Are we going to employ one company for traditional and another one for OBT? Or are we employing both with their systems?
	Answer	:	We are employing both companies with their OBT systems
1.3	Question	:	Travel management key personnel- A validity period of 120 days is a long time. Will it be considered a misrepresentation if, by the time of award, the key personnel have resigned/ fired?
	Answer	:	No companies will be penalized for proposed personnel resigning before concluding the evaluations of this bid.
1.4	Question	:	SBD 4 (2.3)- Are we declaring all companies we have a controlling stake in, or do we declare companies that are registered on CSD?
	Answer	:	Declare all the companies you have interest/ shares in.
1.5	Question	:	On page 42. Is there an allocation of points for a youth-owned

		business?
	Answer	: Yes, On SBD 6 -Specific goals, there is a provision for youth-owned enterprises where the tender document states that "At least 51% owned by black people that are youth".
1.6	Question	: If NYDA is currently using the traditional way of booking but wants to acquire an OBT system as a new requirement. Which pricing are we submitting?
	Answer	: The pricing must be for an online booking tool (OBT), and we have made provision for a line item on the pricing schedule for the initial setup of the OBT, where applicable. NB: NYDA is not buying an OBT system but rather require a bidder with OBT system that we can use for travel booking services.
1.7	Question	: The due date is 29 May 2024, which is election day. Will another date of submission be considered?
	Answer	: The closing date is now extended to 11 June 2024 at 11h00 am.
1.8	Question	Are we allowed to amend the pricing schedule to include other relevant information?
	Answer	No. the bidder must price according to the pricing schedule provided.
1.9	Question	Explain the logic of appointing/obtaining two online booking tools from two different companies.
	Answer	NYDA want to appoint two companies with their own OBT to share the workload.

2. QUESTIONS AND ANSWERS AFTER THE COMPULSORY BRIEFING SESSION BUT BEFORE THE 13TH OF MAY 2024 AT 16H00

2.1	Question	: If we have not attended the compulsory briefing, can we still submit our RFP, or will we be disqualified for not attending?
	Answer	: You will be disqualified for not attending the compulsory briefing session
2.2	Question	: May I kindly request to add a page on our company letterhead for the pricing schedule for additional services and our clarification for the pricing schedule?
	Answer	: No, bidder must price according to the pricing schedule provided

3. ANNEXURES

3.1	Presentation	Annexure A
3.2	Extension letter	Annexure B

54 Maxwell Drive | Woodmead North Office Park | Woodmead | 2191
P O Box 982 | Halfway House | Midrand | Johannesburg | Gauteng | South Africa | 1683
Tel: +27 11 651 7000 | Fax: +27 86 539 6926 | e-mail: info@nyda.gov.za | www.nyda.gov.za

Board Members:

Asanda Luwaca - Chairperson | Karabo Mohale – Deputy Chairperson
Avela Mjajubana | Lebogang Mulaisi | Thulisa Ndlela | Pearl Pillay | Alexandria Procter | Waseem Carrim (CEO)