

Attention	:	Prospective Bidders
From	:	Supply Chain Management
Date	:	3 June 2021
Issue	:	First (1 st) issue
Bid Number	:	RFP2021/01/NYDA
Bid Title	:	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO 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 RELATING TO PRICE ASSESSMENT

1.1	Question	:	Two envelope system will not be followed, please reconfirm that we need to submit the technical and pricing schedule in just one envelope?
	Answer	:	Confirmed, two envelope system will not be followed.
1.2	Question	:	Page 25, point 8.2, says that 1 original and 3 copies version of original must be submitted, please confirm?
	Answer	:	Yes, A submission of one hard copy of the original submission, clearly marked "Original" and three (3) copied versions of the original, i.e. four (4) documents in total.
1.3	Question	:	Should we fill in the pricing schedule in Page 29, please reconfirm?
	Answer	:	Yes, bidders are required to complete the pricing schedule provided.
1.4	Question	:	Please explain the conference calculation in detail with an example. In the pricing schedule, we are not able to calculate the total due to the % defined in the column against the conference. Please guide us how do we compute.
	Answer	:	The bidder must indicate the service fee percentage (%) for Conferencing /Group/Venues in the service fee column marked as "A" then use the estimated R100 000 for bidding purposes to calculate service fee in south African rands and put that figure in the same column below the percentage provided. Then the following formula must be used to obtain the weighted total for conference or group booking

		Service fee inclusive of VAT (A) multiply by (X) weighting (B) divide by (/) 100 = Weighted total (c) meaning $A \times B/100 = C$.
1.5	Question	Any other services like insurance etc. – mutually agreed?
	Answer	No, all required services are listed in the bid document
1.6	Question	What is the current form of payment? – Credit card, lodge card, 30 day credit?
	Answer	30 days account. The use of credit card or dinners card is at the NYDA's discretion
1.7	Question	I have 24 years' experience, but my business is new, would my personal experience suffice?
	Answer	The first section of the functionality criteria will be assessing company experience so you will lose point if the company does not have experience but you will not be penalised in the rest of the functionality evaluation provided you submit the required form of evidence.
1.8	Question	Is the tender for one (1) service provider?
	Answer	Yes
1.9	Question	Should we propose Online Booking Tool or will NYDA only trade Traditional?
	Answer	Trade traditional
1.10	Question	Will NYDA share the recording of the briefing session.
	Answer	No, recording is only for minutes purposes. NYDA will share the presentation together with the questions and answers during and after the compulsory briefing session.
1.11	Question	Is NYDA currently traveling given that the country is under adjusted level 2 lockdown?
	Answer	Yes, but the transactions are fluctuating
1.12	Question	The eligibility criteria on page 26 clause 7 require the pricing schedule to be completed and signed but there is no space allocated for signing.
	Answer	Bidders are requested to follow the pricing template provided and they will not be penalised for signature since there is no space allocated.

Annexure A - Travel Briefing Presentation