

**ADVERTISEMENT OF THE
APPOINTMENT OF TWO TRAVEL
MANAGEMENT COMPANIES FOR THE
PROVISION OF TRAVEL AND
ACCOMODATION MANAGEMENT
SERVICES TO THE NYDA FOR A
PERIOD OF 3 YEARS –
RFP2024/03/NYDA**



NATIONAL YOUTH DEVELOPMENT AGENCY
OUR YOUTH. OUR FUTURE.

AGENDA

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- 2. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURES**
- 3. FOUR (4) STAGE EVALUATION PROCESS**
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1. TERMS OF REFERENCE

FOR THE APPOINTMENT OF TWO TRAVEL MANAGEMENT COMPANIES FOR THE PROVISION OF TRAVEL AND ACCOMODATION MANAGEMENT SERVICES TO THE NATIONAL YOUTH DEVELOPMENT AGENCY FOR A PERIOD OF THREE (3) YEARS.

PURPOSE OF THIS SUBMISSION

The purpose of this tender is to solicit proposals from potential bidder(s) for the provision of travel and accommodation management services to the NYDA for a period of three years. This tender document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidders required by NYDA for the provision of travel and accommodation management services. This tender does not constitute an offer to do business with NYDA, but merely serves as an invitation to bidders to facilitate a requirements-based decision process. The successful bidders will be expected to share the travel and accommodation management services responsibilities.

THE OBJECTIVE:

NYDA's primary objective in issuing this tender is to enter into agreement with a successful bidder who will achieve the following:

- Provide NYDA with the travel management services that are consistent and reliable and will maintain a high level of traveller satisfaction in line with the service levels;
- Achieve significant cost savings for NYDA without lowering the standard of the services.

1. TERMS OF REFERENCE CONTINUE.....

ESTIMATED TRAVEL VOLUMES

The current NYDA total volumes per annum include air travel, accommodation, car hire, conference, etc. The table below details the number of transactions for the financial year 2023/2024 as follows:

Service Category	Number of Transactions per annum
Air Travel (Domestic)	1382
Air Travel (Regional & International)	100
Car Rental (Domestic)	4000
Shuttle Services (Domestic)	600
Accommodation (Domestic)	2000
Accommodation (Regional & International)	100
Bus/coach bookings	60
Passenger rail (Regional & International)	10
Conferences	600
After Hours	1000
Grand Total	9850

1. TERMS OF REFERENCE CONTINUES.....

The NYDA requires that the services be rendered as follows:

- a) Air travel
- b) Vehicle rental
- c) Train and bus travel
- d) Accommodation
- e) Conference facilities
- f) Shuttle services
- g) VISA processing
- h) After hour services

(as per the scope of work from page 13)

TERMS OF REFERENCE CONTINUE.....

Technology – Online Self Booking Tool Proposals should include an online booking tool that provides the minimum functionality detailed below:

- The online booking tool must be customizable to the specific needs of the NYDA to ensure that all travel requests comply with Treasury Instructions and Travel policies.
- The tool must employ sufficient access and intrusion security measures and must all for the assignment of specific access rights to different categories of users.
- The tool must be able to accept a virtual credit card issued by NYDA which must be able to interface through an online interface link into NYDA's payment system, ERP. The card may be pre-loaded on the booking tool.
- The virtual credit card issued by NYDA may be used for all online bookings and where the 3rd party does not accept a virtual credit card; the Travel Lodge card will be used as the alternate card for the online booking in some instances.
- The tool must make provision for NYDA to add and remove cost centers and authorised approvers per cost center. NYDA will not be liable for any service rendered unless such service was approved by a duly authorised NYDA employee (it remains the responsibility of NYDA to ensure that authorizers are correctly captured on the online booking tool).
- The tool must make provision for NYDA to create policy groups and limits for each service/sector type per policy group.

TERMS OF REFERENCE CONTINUE.....

Technology – Online Self Booking Tool Proposals should include an online booking tool that provides the minimum functionality detailed below:

- Traveller profiles must be created and amended online by NYDA
- The tool must employ approval escalation flows (to be added/amended online by NYDA) for each cost center as well as for out-of-policy approvals.
- The tool must require the uploading of supporting documentation before a booking is sent for approval (based on policy group settings).
- All local travel (airline tickets, accommodation, car rental, point-to-point transfers, and parking facilities at airports), can be booked, approved, and amended online. The TMC may not charge a consultant service fee in cases where the online booking tool does not make provision for the booking or amendment of these local services/sectors.

2. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURES

- All participating bidders must indicate their company name and company representative in Teams chat with contact details (email & number)
- Bidders are reminded: Telephonic request for clarification will not be accepted. Any clarification required by a bidder regarding the meaning and interpretation of the Terms of Reference or any aspect concerning the bid must be requested in writing via email from SCM (tenders@nyda.gov.za).
- Written questions of clarification must be sent on or before **13 May 2024 by 16H00**
- A reply to all questions and answers is intended to be sent by email to all prospective bidders as follows:
 - Date: **15 May 2024 by 16H00**
 - The bid number (RFP2024/3/NYDA) should always be quoted in all correspondence.

2. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURES

- One original hardcopy version must be the original submission, and a softcopy/electronic version in PDF-Format digital copied versions of the original in a USB
- The original and a soft copy must contain the same information and professionally presented.
- Bids should be submitted in a sealed envelope, marked with:
 - **Bid number:** RFP2024/3/NYDA
 - **Bid Description:** 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: RFP2024/3/NYDA
 - **The name and address of the bidder**
 - Bids must be submitted on or before **11am on 29 May 2024.**
- **Bids which are submitted after the closing date and time will not be accepted.**
- Bidder's representative are encouraged to share the information with the person who will be compiling the bid document to ensure that the requirements of the tender are understood.

3. FOUR (4) STAGE EVALUATION PROCESS:

Mandatory criteria (stage one)

During the administrative/ eligibility assessment, failure to provide any mandatory information as requested on page 30 will result in the proposal being deemed non-responsive.

Functionality Criteria (Stage two)

- Experience of service provider in the Domestic and international Travel and accommodation Management Services to institutions of the same or similar size. (Max 10 points)
 - Positive testimonial letters from current or previous tenants, dated within the past 10 year swchich letters must be addressed to the bidder.
 - (4 letters to obtain full points)
- Provision of at least Five (5) signed positive testimonial letters from existing/previous clients (within past 5 years) which are of a similar size to the NYDA whom we may contact for references. Max 20 Points)
- Proposed Key Team Members with domestic and international travel experience in Travel Management Services (Max 30 Points)
- Methodology and Approach. No points will be allocated when activities as per the proposal requirements, item number 8 above are not fully covered. (Max 40 Points)

NB: Bidders who fail to obtain a minimum threshold on functionality of 70 points will be disqualified from Further Evaluation

3. FOUR (4) STAGE EVALUATION PROCESS CONTINUES:

Stage three - Online Self Booking Tool presentation.

NYDA will require presentations from short-listed bidders as part of the bid process to assess the following:

#	Evaluation Criteria	Points
1	All local travel airline tickets, can be booked, approved, and amended online	20
2	All local travel accommodation can be booked, approved, and amended online.	20
3	All local travel car rental can be booked, approved, and amended online.	20
4	all online bookings cater for virtual credit card issued by NYDA will be used for and/or the Travel Lodge card as the alternate card for the online booking in some instances	10
5	The tool must make provision for NYDA to add and remove cost centers and authorised approvers per cost center	10
6	The bidder's willingness to customise online booking tool to the specific needs of the NYDA to ensure that all travel requests comply with Treasury Instructions and Travel policies	20

Any proposal not meeting a minimum threshold of 60 points on presentation will not be considered further.

3. FOUR (4) STAGE EVALUATION PROCESS CONTINUES:

Stage Four - Price and specific goals evaluation using a 90/10 system

- Bidders must provide the transaction cost per service rendered. The fees indicated below are the expected service fees to be charged for the differential services offered by a travel and accommodation management service providers.
- Bidders should provide the fee to be charged per booking.
- Bidder must price according to the price schedule provided;
- Schedule must be completed in non-erasable ink and the use of correction fluid/tape is not permitted;
- All prices quoted will remain firm for the first twelve (12) months, after anniversary date, the estimated price increase and percentage for remaining years will be determined by Consumer Price Index (CPI) or negotiated with the successful bidder.
- Prices tendered must be valid for 120 days
- Pricing should include VAT and must be in South African Rand.
- The total fee will be used to apply Price and specific goals assessment. However, the total project cost will be determined by actual transaction costs
- It is important for bidders to note the following when determining the pricing:
 - a) National Treasury has negotiated non-commissionable fares and rates with various airlines carriers and other service providers;
 - b) An open book policy will apply and any commissions earned through the NYDA volumes will be reimbursed to NYDA.

Thank You,
QUESTIONS/ CLARITY/
COMMENTS



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