

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO NYDA FOR A PERIOD OF THREE (3) YEARS



TENDER NUMBER: RFP2021/01/NYDA

COMPULSORY BRIEFING: 1 JUNE 2021



AGENDA

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1. TERMS OF REFERENCE

The purpose of this document is to request proposals for the provision of travel management services to the National Youth Development Agency (NYDA) for a period of Three years.

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 of the standard in the services.



Travel Volumes

Service Category	Estimated number of transactions per annum
Air Travel – Domestic	2000
Air Travel - Regional and International	100
Car rental	4000
Transport services (Shuttle, bus and train)	660
Accommodation – Domestic	2000
Accommodation – Regional and International	70
Conferences/Group(10 or more)	100
Afterhours (24Hrs)	1000
Grand Total	10040

The NYDA requires that the travel management services be rendered as follows:

- Air Travel
- Vehicle Rental
- Transportation services (Shuttles, Trains and Bus)
- Accommodation
- Conferences
- 24 Hours services

As per the scope of work in page 12 to 24 of the tender document.



2. CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE

- All participating bidders must indicate their company name and company representative in Teams chat
- 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 (Sithembiso.mthombeni@nyda.gov.za).
- Written questions of clarification must be sent on or before 08 June 2021 at 16h00
- A reply to all questions and answers is intended to be sent by email to all prospective bidders as follows:
 - Thursday, 3 June 2021 and Friday, 11 June 2021
- The bid number (**RFP2021/01/NYDA**) should always be quoted in all correspondence.



CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE CONTINUES...

- 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. All submissions must be delivered in individual envelopes.
- The original and a copy must contain the same information and must be clearly marked and professionally presented.
- Bidders must indicate on the cover of each document whether it is the original or a copy.
- Bids should be submitted in a sealed envelope, marked with:
 - ✓ Bid number: **RFP2021/01/NYDA**
 - ✓ Bid Description
 - ✓ The name and address of the bidder
- Bids must be submitted on or before 11h00, on Tuesday, 22 June 2021.
- 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. THREE (3) STAGE EVALUATION PROCESS

- **Mandatory criteria (Stage one)**

- ✓ During the administrative/eligibility assessment, failure to provide any mandatory information as requested on page 26 will result in the proposal being deemed non-responsive

- **Functionality criteria (Stage two)**

- ✓ Experience of service provider in the Domestic and International travel services to institutions of the same or similar size (**Max 20 points**)
 - ✓ More than 6 years of experience (20 points)
 - ✓ 4 to 6 years (15 points)
 - ✓ 2 to 4 years (10 points)
 - ✓ Less than 2 years (No points)
 - ✓ **Signed positive testimonial letters on client's letterhead with contact details will be used to allocate points.**
- ✓ Provision of at least four (4) 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 15 points**)
 - ✓ No or one testimonial letter provided (0 points)



THREE (3) STAGE EVALUATION PROCESS CONTINUES...

- ✓ **Proposed Key Team Members with Domestic and International travel experience (Max 5 points)**
 - ✓ Key Account Manager – 5 years experience **(Max 5 points)**
 - ✓ Senior Travel Consultant – 5 years experience **(Max 5 points)**
- ✓ **Youth Owned company (Max 5 points)**
- ✓ **Methodology and approach (Max 50 Points)**
 - ✓ Transition plan for implementing the services without service interruptions **(Max 5 Points)**
 - ✓ How all Reservations and Booking plan will be managed **(Max 10 points)**
 - ✓ How communication process will be managed **(Max 5 points)**
 - ✓ How financial management process will be managed **(Max 10 points)**
 - ✓ How technology, management information and reporting process will be managed **(Max 5 points)**
 - ✓ Account management plan **(Max 5 points)**
 - ✓ Cost management plan **(Max 5 points)**
 - ✓ Quarterly and Annual travel reviews **(Max 5 points)**

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



THREE (3) STAGE EVALUATION PROCESS CONTINUES...

- **Price and B-BBEE assessment**

- ✓ Bidders will be evaluated based on 90/10 preferential points system, where 90 points will be used for price including all applicable taxes and 10 points are allocable to Broad-Based Black Economic Empowerment
- ✓ Bidder must price according to the price schedule provided
- ✓ Breakdown on costs should be provided, where necessary;
- ✓ The price 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 fixed at 7% for bidding purposes, however, the actual increase 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.

NB: Bidder must comply with the price instruction as indicated on page 29



4. QUESTIONS / CLARITY / COMMENTS

