



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

**PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA) IN COLLABORATION WITH  
TALEISO TVET COLLEGE**

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE**

**RENDERING OF TRAVEL SERVICES PANEL FOR A**

**PERIOD OF THIRTY-SIX (36) MONTHS**

**TENDER NO: PU8614/004**

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the PURCO SA Website.

The closing time and date for receipt for online tender 10 October 2025 is at 11h00

<b>Tender number</b>	<b>PU8614/004</b>	
<b>Date issued</b>	<b>09 September 2025</b>	
<b>Tender closing date</b>	<b>10 October 2025</b>	<b>Time: 11h00</b>
	<b>Tender Submission will be Electronic on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b>	
<b>Non-Compulsory Information Session</b>	<b>15 September 2025</b>	<b>Time:11h00</b>
<b>Company Name</b>		
<b>Address</b>		
<b>Contact person</b>	Mr/Mrs/Ms/Dr/Prof.	
<b>Contact numbers</b>	(w)	(cell)
<b>Email address</b>		

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Appendix Number	Description of Appendix	Requirement	Circle yes if submitted	
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Appendix B	Technical specifications and pricing	Attach your pricing schedule as per specifications.	Yes	No
Appendix C	Proof of Bank Account	Provide Confirmation letter from Bank not older than 3 months	Yes	No
Appendix D	Company registration documents	Provide Company registration documents	Yes	No
Appendix E	ID Copies of directors	Certified & not older than 3 months	Yes	No
Appendix F	Tax Pin	An original valid Tax Pin	Yes	No
Appendix G	Audited Annual Financial Statements/Annual Financial Statements	Provide Audited Annual Financial Statements (fully signed by auditor and director) or Annual Financial Statements (fully signed by director) for the last 2 recent years	Yes	No
Appendix H	B-BBEE certification	Provide a valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA	Yes	No
Appendix I	Declaration of Interest	Complete Point 9 of this tender document	Yes	No
Appendix J	Registration On Central Supplier Data Base (CSD)	Provide a copy of the full and summary reports of registration on National Treasury Central Supplier Database	Yes	No

**NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.**

#### 1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below.

Step 1: References table

The references must be current clients that have done business with your company for a minimum of three (3) years and more for contracts of a similar **size and nature** with a proven record of accomplishment.

**Bidders are required to submit with the bid, a Proposal.**

The Proposal is to be a brief printed document that describes how the Bidder intends to ensure the following items within the sub-criterion: The proposal to reflect the areas below as headings. Failure to submit the required proposal will result in disqualification based on non-responsiveness. Company profile only, will not be acceptable as a proposal.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
<b>Experience, Skills and Ability of Services Provider to fulfil TALETSO's requirements, past experience in work of similar nature.</b> The service provider must have at least 5 years' experience in the travel industry. Provide verifiable written references: <ul style="list-style-type: none"> <li>• 5 or more written verifiable references</li> <li>• 4 written verifiable reference</li> <li>• 3 written verifiable reference</li> </ul> No references Irrelevant references TALETSO <b>will</b> verify the company reference	= 25 points = 15 points = 10 points = 00 points = 00 points	<b>25</b>
<b>Personnel Resources</b> The bidder to provide CV's of dedicated staff to Western TVET College indicating experience in travel management environment: <ul style="list-style-type: none"> <li>• Head of Operations (Minimum 5 years experience)</li> <li>• Account Manager (Minimum 5 years experience)</li> <li>• Operations Manager (24-hours availability) (Minimum 5 years experience)</li> </ul>	= 10 points = 10 points = 10 points	<b>30</b>
<b><u>Project Execution Plan (PEP)</u></b> Provide a detailed project execution plan and travel services methodology - detailed programme plan including: <ul style="list-style-type: none"> <li>• Explanation of standard operating procedures on handling travel reservations/bookings.</li> <li>• Management of complex itinerary.</li> <li>• Management of conferences, functions, event, inclusive of all required resources.</li> <li>• Management of invoices and payments.</li> <li>• Management of all refunds and non-refundable airline tickets (refund processes).</li> <li>• Management of queries and complaints resolution including management of escalations.</li> <li>• Approach to after-hours and emergency service requests.</li> </ul> <b>NB: Online functionality on the above activities.</b>	= 10 points = 05 points = 05 points = 05 points = 05 points = 05 points = 10 points	<b>45</b>
<b>Total points</b>		<b>100</b>

Item	Service Category	Transactional Fee	Comment
		<b>SA Rand (All-inclusive, Incl. VAT)</b>	
1	Reservation of domestic air ticket	R	
2	Reservation of regional air ticket	R	
3	Reservation of international air ticket	R	
4	Reservation of hotel in Central Reservation System	R	
5	Reservation of guest house, bed and breakfast	R	
6	Reservation of car rental	R	
7	Reservation of shuttle service	R	
8	Conference booking	R	
9	Airport parking	R	
10	Voyager Tickets	R	
11	Delivery of travel documents - during office hours	R	
12	Delivery of travel documents - after hours	R	
13	Cancellation of domestic air tickets	R	
14	Cancellation of domestic car rental bookings	R	
15	Cancellation of domestic shuttle service	R	
16	Cancellation of domestic conference bookings	R	
17	Cancellation of domestic hotel / guesthouse booking	R	
18	Cancellation of regional air tickets	R	
19	Cancellation of regional car rental booking	R	
20	Cancellation of regional shuttle service booking	R	
21	Cancellation of regional conference bookings	R	
22	Cancellation of regional hotel / guesthouse booking	R	
23	Cancellation of international air ticket	R	
24	Cancellation of international car rental booking	R	
25	Cancellation of international shuttle service	R	
26	Cancellation of international conference booking	R	
27	Cancellation of international hotel / guesthouse booking	R	

28	Group bookings	R	
29	Student accommodation	R	
30	Dining/Events excluding bead	R	
31	Interest rates	R	
32	Visa	R	
<b>33</b>	<b>Value added services</b>	R	
33,1	Monthly reports	R	
33,2	Adhoc Reports	R	
33,3	Account Management	R	
33,4	After hours service (hotels/guesthouse/air tickets (domestic and international)	R	
		R	
	<b>Total (All-inclusive, Incl. VAT)</b>	<b>R</b>	
	<b>Are the abovementioned service fees fixed for the duration of the contract?</b>		<b>YES / NO</b>
	<b>If fees are not fixed for the duration of the contract period, indicate when and by how much percentage they will be increased</b>		
	<b>PRICING MODEL</b>		
	<b>Bidders must propose a pricing model based on 'transactional' fee basis. The 'transaction' fee must be a fixed amount per service category.</b>		