



TEMPLATE 2: TRANSACTION FEE MODEL

OFF-SITE SERVICES

RFP NO:

PSA/OCFO/01/2024

RFP NAME:

Request for Proposal for Travel Management Company FOR A PERIOD OF 36 MONTHS

BIDDER NAME

<NAME OF BIDDER TO BE FILLED IN HERE>

1.1 TRANSACTION FEES

			TRADITIONAL BOOKINGS			ONLINE BOOKINGS		
ITEM	Transaction Type	Estimated Volume (Annual)	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)	Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
1	Air Travel – International	20	R	-	R	-	R	-
2	Air Travel – Regional	10	R	-	R	-	R	-
3	Air Travel – Domestic	753	R	-	R	-	R	-
4	Air Travel – International (Re-issue)	50	R	-	R	-	R	-
5	Air Travel – Regional (Re-issue)	5	R	-	R	-	R	-
6	Air Travel – Domestic (Re-issue)	100	R	-	R	-	R	-
7	Refunds – Air Domestic	20	R	-	R	-	R	-
8	Refunds – Air Regional	10	R	-	R	-	R	-
9	Refunds – Air International	10	R	-	R	-	R	-
10	Car Rental – Domestic	200	R	-	R	-	R	-
11	Car Rental – Regional	461	R	-	R	-	R	-
12	Car Rental – International	50	R	-	R	-	R	-
13	Transfers/Shuttle – Domestic	15	R	-	R	-	R	-
14	Transfers/Shuttle – Regional	15	R	-	R	-	R	-
15	Transfers/Shuttle – International	10	R	-	R	-	R	-
16	Accommodation – Domestic	920	R	-	R	-	R	-
17	Accommodation – Regional	10	R	-	R	-	R	-
18	Accommodation – International	20	R	-	R	-	R	-
19	Bus/Coach Bookings	5	R	-	R	-	R	-
20	Train bookings – International	5	R	-	R	-	R	-
21	Visa Assistance							
21	(Provision of documents and advice)	5	R	-	R	-	R	-
22	Courier services for travel documentation	5	R	-	R	-	R	-
23	SMS Notifications	50	R	-	R	-	R	-
24	Parking bookings	20	R	-	R	-	R	-
25	Cancellations	30	R	-	R	-	R	-
26	Changes to bookings	50	R	-	R	-	R	-
27	After Hours Services	100	R	-	R	-	R	-
28	Additional Ad-hoc Reports (per report)	3	R	-	R	-	R	-
29	Customised Reports (per report)	5	R	-	R	-	R	-
30	Travel Lodge card Reconciliation	12	R	-	R	-	R	-
31	Debtors Account Reconciliation	12	R	-	R	-	R	-
32	Other (Insurance)	5	R	-	R	-	R	-
33	Other (Service Fees- Domestic)	350	R	-	R	-	R	-
34	Other (Service Fees- Service)	350	R	-	R	-	R	-
35	Other (Service Fees- International)	100	R	-	R	-	R	-
36	Other (Service Fees- Regional)	50	R	-	R	-	R	-
37	Other (Specify)	50	R	-	R	-	R	-
Total		3886			R	-		R
Percentage Split between Online Booking and Traditional Booking			Percentage Traditional	0,00%	0	Percentage Online	100,00%	0
PRICE THAT WILL BE USED FOR EVALUATION PURPOSES				R				-

1.2 CONFERENCE TRANSACTION FEE

Item	Description	Conference Transaction Fee (incl. VAT)	Comment
1	Conference Transaction Fee		