

BRIEFING SESSION QUESTIONS AND ANSWERS

RFP 03/2014 Provision of Travel Management and related services to SARS

Briefing date : 23 July 2014
Briefing time : 14H00
Briefing venue : Linton House Auditorium
Last updated : 24/07/2014

#	QUESTION	SARS RESPONSE
Questions received during briefing session		
1	Should bidders provide a separate pricing schedule/model for online travel solution?	The bidder(s) are required to demonstrate experience and willingness to support the SARS project during the implementation of the online solution.
2	Should bidders sign and initial the following documents listed under “Exhibit 4” on page 18 of the RFP document: <ul style="list-style-type: none"> • General Conditions of Contract (GCC) – Annexure C1 • Draft Service Agreement – Annexure C2 • Draft Service Levels – Annexure C3 	No, Bidders will only require the successful bidder to sign the documents listed subsequent to bid award and negotiations.
3	What medium should bidders use in submission of electronic copies of bid documents?	Bidders may use any electronic data storage medium such as compact disc (CD-ROM) or USB. Electronic bid documents may however not be emailed to SARS.
4	Reference is made to point 3.5 on page 33 of the RFP document. What should be provided as dependencies for the project implementation plan for travel management? Do “dependencies” refer to third party suppliers?	Dependencies could be any other factor that might affect the implementation of the project.
5	Reference is made to point 4.5 on page 34 of the RFP document. SARS requires bidders to provide historic accuracy of levels for all reports submitted. Should bidders demonstrate accuracy of reports by submitting data proof or client references?	Bidders are required to provide a description of the accuracy level of reports based on records kept of previously submitted

		<p>reports. The SARS Travel Management Office strives for a minimum data accuracy level of 95%.</p>
6	<p>Should bidders provide presentation referred to on page 35 of the RFP document in the bid submission?</p>	<p>No. Presentations will only be applicable to phase 2 of technical evaluation to only bidders who have met the threshold of desktop technical evaluation.</p> <p>Bidders are to note that they will be scored based on the provision of references/testimonials in the desktop technical evaluation. Reference checks and validation will be conducted during the presentation stage of technical evaluation.</p>
8	<p>What type of conferencing will the Travel Management Company get involved in?</p>	<p>The majority of SARS conferencing is done in-house. The Travel Management Company will typically facilitate the large conferences such as the National Management Forum and Amakwezi Annual Awards (Employee Recognition & Reward).</p> <p>The Travel Management Company will also source venues for conferences that take place where SARS does not have offices.</p>
<p>Questions received post briefing session</p>		

7	On page of 20 of 35 of the RFP, Table 1 refers. Is the Bidder Compliance Form the same as the Bidder Compliance Checklist (Annexure A2). If so are we thus meant to include this document in both Exhibit 1 and Exhibit 2?	Yes, the document must be in both Exhibit 1 and Exhibit 2 as it serves for both pre-qualification and technical evaluation.																								
8	<p>On page 26 of 35 of the RFP, point 12.5. refers. Are all requirements that bidder's need to declare to be included on the cover letter or separately as point 12.17 on page 30 of 35 states the below:</p> <p>12.17. SARS PROPRIETARY INFORMATION</p> <p>Bidder will on their bid cover letter make declaration that they did not have access to any SARS proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).</p>	<p>Bidders are required to respond to both point 12.5 and 12.17 as part of the introduction cover letter of your bid submission.</p> <p>Furthermore bidders are required to complete a mandatory documents such as SBD 4 – Declaration of Interest form and oath of secrecy that will address declaration of interest and confidentiality agreement.</p>																								
9	How many Executive travellers are at SARS?	SARS currently has 15 Executive Travellers																								
10	Is international/regional travel primarily/only by Executives?	No, regional & international travel is undertaken by people of various levels within the organisation, not only at Executive level																								
11	Is Car hire billed back to the TMC or does SARS have accounts in place directly with the car rental companies such that the TMC does not carry these costs?	Car rental is paid by the TMC, however there are separate damages accounts open with the car rental companies which are paid directly by SARS																								
12	<p>Each tab in the excel spreadsheet for pricing contains the below fields for bidders to enter any additional pricing that may be required:</p> <table border="1" data-bbox="192 1081 1320 1396"> <thead> <tr> <th colspan="3">ADDITIONAL COSTS WHERE APPLICABLE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>To be completed by Bidder</td> <td></td> </tr> <tr> <td>2</td> <td>To be completed by Bidder</td> <td></td> </tr> <tr> <td>3</td> <td>To be completed by Bidder</td> <td></td> </tr> <tr> <td>4</td> <td>To be completed by Bidder</td> <td></td> </tr> <tr> <td>5</td> <td>To be completed by Bidder</td> <td></td> </tr> <tr> <td>6</td> <td>TOTAL</td> <td>R 0.00</td> </tr> <tr> <td></td> <td>GRAND TOTAL</td> <td>R 0.00</td> </tr> </tbody> </table> <p>However in each of the tabs we cannot delete the wording “to be completed by Bidder” in order to put any other information we would need to as the document is protected.</p> <p>Affected Cells include:</p> <p>Management Fee Onsite: B42 to B44 Management Fee Offsite: B41 to B45 Transaction Fee Onsite: B50 to B54 Transaction Fee Offsite: B51 to B55</p> <p>Please advise if there will be another spreadsheet that will be available for download?</p>	ADDITIONAL COSTS WHERE APPLICABLE			1	To be completed by Bidder		2	To be completed by Bidder		3	To be completed by Bidder		4	To be completed by Bidder		5	To be completed by Bidder		6	TOTAL	R 0.00		GRAND TOTAL	R 0.00	The spreadsheet is corrected and loaded on the website.
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13	Please confirm that Document 3.8 – Supplier Cost and Risk Assessment only needs to be completed by Consortiums, JV's and Sub contractors only, or would companies such as ourselves need to fill tis out?	Supplier Cost and Risk Assessment is a standard bid document, therefore compulsory to all the bidders who are participating in this bid.
14	<p>Please can you clarify the following for me:</p> <ul style="list-style-type: none"> - Page 18 of 35 in your RFP (scope document) refers to section 14.1 (under exhibit 1) AND 15.1 (pre-qualificat6ion criteria) – I don't see 14.1 and 15.1 in this doc; pls advise where these sections can be found? - Page 21 of 35 refers to Annexure A; do you mean Annexure A1 as there isn't an Annexure A only? 	<p>Section 14.1 and 15.1 was incorrectly referenced. Refer to section 11.1 for Pre-Qualification criteria.</p> <p>Annexure A referred to on page 21 was incorrectly referenced; refer to Annexure A1 on page 31.</p>
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