



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

Enquiries: Yvette Cronje
E-mail: Ycronje@thedtic.gov.za

NOTIFICATION TO ALL BIDDERS

ADDENDUM TO TENDER dtic 05/25-26:

BID dtic 05/25-26: APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES TO the dtic FOR A PERIOD OF 36 MONTHS.

Kindly note, that the requirement for ASATA and IATA is not a disqualifying condition as indicated under paragraph 12.3.1 (l), (m), table 1 on page 31 and 32 in Annexure A1 and the checklist for bidders. Amended Checklist for Bidders is hereto attached.

MR. B MAISELA

DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE:

CHECKLIST FOR BIDDERS

Please indicate “**Yes**” / “**No**” adjacent to each column. This is to ensure that bidders complete, sign and submit all the required documentation.

BID REQUIREMENT	YES / NO
Are you registered on the Central Supplier Database of National Treasury? Non-compliance will lead to automatic disqualification.	
Bidders must ensure that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on the CSD. Bidder’s whose tax matters are not declared to be in order will be disqualified. Are your tax matters in order?	
Did you complete and sign the POPIA Consent form?	
Did you complete and sign the SBD 1 form?	
Completed the Annexure 3: Pricing schedule in full in the ToR. Failure to complete this document in full and as per the stipulated requirements may lead to disqualification of a proposal.	
The two-envelope / file requirement is applicable to this tender. The technical file must be submitted in a sealed envelope / file with the tender number, bidder name and address, closing date and time indicated on the envelope. The price and preferential forms must be submitted in a separate sealed envelope / file with the tender number, bidder name and address, closing date and time indicated on the envelope. Submit full details of the pricing proposal as per Annexures A3 in a separate envelope. Failure to comply with the two envelope / file submission requirement will lead to automatic disqualification. NO FINANCIAL INFORMATION IN THE FUNCTIONAL / TECHNICAL PROPOSAL ALLOWED.	
Did you complete and sign the SBD 4 form?	
Did you complete and sign the SBD 6.1 form with required proof to substantiate any claims for preferential procurement goals? No points will be allocated if claims, certificates / affidavits / proof to substantiate claims are not in line with the prescripts to validate any claim.	
ASATA registration is a desired requirement for this specific service. Bidders are required to submit their valid Association of South African Travel Agencies (ASATA) license / certificate (certified copy) at closing date and time. Proof must be submitted in the functional proposal.	
IATA registration is a desired requirement for this specific service. Bidders are required to submit their valid International Air Transport Association (IATA) license/ certificate (certified copy) at closing date and time. Proof must be submitted in the functional proposal.	