

Travel Management Tender -ELRC -T04

Question and Answers

1. (A) Kindly provide clarification on where the pricing is to be completed for the travel tender as there is no pricing schedule available on your website.

(The bidders can submit pricing on their template and be separated from the Technical Proposals. Please see table below for guidance)

1. (B) Just a follow up on the below, also kindly advise if we need to submit the pricing in a separate file from the technical (2 envelope system) or can it all be submitted in one file **(Price Schedule must be separated from the technical proposal)**
2. With regards to the following tender: ELRC-T04-2021-22 for Travel Management Services – could you kindly confirm whether ELRC has a travel lodge card in place to be used for payments of all services including air and land arrangements? Or would ELRC require an account facility such as a 30-day account?

We do not have a lodge card and require a 30-day account. We do have a credit card but are only allowed to use that for international travel as per the policy.

3. Kindly also provide us with the following information to assist us in submitting our bid

(A) Travel volumes(estimates) and or travel expenditure during lockdown restrictions

(B) Travel volumes(estimates) and or travel expenditure pre lockdown restrictions

The bidders can view the Annual Reports as published in the ELRC Website under about us.

The Annual average spent is R2,8 million per annum. The figures is broken into pre or post as may mislead.

- (C) does the ELRC have a lodge card or will the TMC have to provide a bill-back facility
We do not have a lodge card and require a 30-day account. We do have a credit card but are only allowed to use that for international travel as per the policy.

4. Service scope

Domestic Air Travel	
Accommodation	
International Air Travel	
Conference Package	

Service providers must quote cost per unit as volume not known, can also indicate additional service and charges accordingly.

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