



TEMPLATE 1: TRANSACTION FEE MODEL

ON-SITE SERVICES

Region 2 : North West, Mpumalanga & Limpopo

RFP NO:

<TENDERING INSTITUTION'S RFP /BID NO TO BE FILLED IN HERE>

RFP NAME:

THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS

BIDDER NAME

<NAME OF BIDDER TO BE FILLED IN HERE>

1.1 TRANSACTION FEES

ITEM	Transaction Type	Estimated Volume	TRADITIONAL BOOKINGS			ONLINE BOOKINGS		
			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	1		R -	R -		R -	R -
2	Air Travel – Regional	1		R -	R -		R -	R -
3	Air Travel – Domestic	290		R -	R -		R -	R -
4	Air Travel – International (Re-issue)	1		R -	R -		R -	R -
5	Air Travel – Regional (Re-issue)	1		R -	R -		R -	R -
6	Air Travel – Domestic (Re-issue)	1		R -	R -		R -	R -
7	Refunds – Air Domestic	1		R -	R -		R -	R -
8	Refunds – Air Regional	1		R -	R -		R -	R -
9	Refunds – Air International	1		R -	R -		R -	R -
10	Car Rental – Domestic	261		R -	R -		R -	R -
11	Car Rental – Regional	1		R -	R -		R -	R -
12	Car Rental – International	1		R -	R -		R -	R -
13	Transfers/Shuttle – Domestic	65		R -	R -		R -	R -
14	Transfers/Shuttle – Regional	1		R -	R -		R -	R -
15	Transfers/Shuttle – International	1		R -	R -		R -	R -
16	Accommodation – Domestic	3165		R -	R -		R -	R -
17	Accommodation – Regional	1		R -	R -		R -	R -
18	Accommodation – International	1		R -	R -		R -	R -
19	Bus/Coach Bookings	26		R -	R -		R -	R -
20	Train bookings – International	1		R -	R -		R -	R -
21	Visa Assistance (Provision of documents and advice)	1		R -	R -		R -	R -
22	Courier services for travel documentation (visa)	1		R -	R -		R -	R -
23	SMS Notifications	1		R -	R -		R -	R -
24	Parking bookings	12		R -	R -		R -	R -
25	Cancellations	1		R -	R -		R -	R -
26	Changes to bookings	1		R -	R -		R -	R -
27	After Hours Services	1		R -	R -		R -	R -
28	Additional Ad-hoc Reports (per report)	1		R -	R -		R -	R -
29	Customised Reports (per report)	1		R -	R -		R -	R -
30	Travel Lodge card Reconciliation	1		R -	R -		R -	R -
31	Debtors Account Reconciliation	1		R -	R -		R -	R -
32	Other (Specify)	1		R -	R -		R -	R -
33	Other (Specify)	1		R -	R -		R -	R -
34	Other (Specify)	1		R -	R -		R -	R -
35	Other (Specify)	1		R -	R -		R -	R -
36	Other (Specify)	1		R -	R -		R -	R -
37	Other (Specify)	1		R -	R -		R -	R -
Total		3850			R -			R -
Percentage Split between Online Booking and Traditional Booking			Percentage Traditional	#DIV/0!	#DIV/0!	Percentage Online	#DIV/0!	#DIV/0!
PRICE THAT WILL BE USED FOR EVALUATION PURPOSES					#DIV/0!			

1.2 CONFERENCE TRANSACTION FEE

Item	Description	Percentage Fee	Comment
1	Conference Transaction Fee (as a % of the Total turnover of the event)		