



**COMPULSORY BRIEFING SESSION MINUTES
FOR
THE APPOINTMENT OF A SERVICE PROVIDERS FOR THE PROVISION OF TRAVEL
MANAGEMENT SERVICES TO THE NATIONAL DEVELOPEMENT AGENCY (NDA)
OVER A PERIOD OF 60 – MONTHS**

Date: 14/06/2024 @10:00

ATTENDANTS – NDA TEAM: Ms Thembi Raulinga – BSC Member

Mr Muzi Matsenjwa – SCM

Mr James Kofa – SCM

Ms Nyali Morailane – BSC Member

Mr Mphumeleli Zungu – Risk Management

Ms Nomakhaya Nelani – SCM Manager

Mr Thamsanqa Langa – BSC Member

Ms Mukondeleli Makhwathane – BSC Member

Mr Nkhensani Mthembi – BSC Member

SUPPLIERS WHO WROTE THEIR NAMES ON THE CHATBOX:

1. Folaga Business Solution Pty Ltd
2. Sibani Travels
3. The Travel Group
4. Travel Today Corporate Travel
5. Hamba umhlaba Travel
6. Supreme travel rep
7. Satguru Travel
8. Besty travel
9. PHOPHI TRAVEL
10. Inclusive trips
11. KHUMZI INVESTMENT TA/TRAVEL
12. XL Nexus Travel
13. FCM Travel
14. Quadrel Travel Management (Pty) Ltd t/a CWT SA
15. Tourvest Travel Services
16. Lehello Travel
17. Wings Naledi Travel Management
18. Ultimate Travel

- 19. Atlantis Corporate Travel
- 20. Travel with flair
- 21. Club Travel Corporate
- 22. Olebelo Travel Management Services
- 23. Blueberry Travel
- 24. Phophi Travel Tour and Projects
- 25. Seamless Travel
- 26. Ultimate Travel
- 27. Munghana Travel
- 28. Folaga Events and Travel Management
- 29. KF KHANGARI HOLDINGS (PTY) LTD

NO	ITEM	ATTACHMENT
1	PROCEDURAL MATTERS	
1.1	<p data-bbox="164 531 480 569">Opening and Welcome</p> <p data-bbox="164 604 1312 743">Mr Muzi Matsenjwa from SCM opened the meeting and welcomed all the colleagues and the suppliers and thanked them for availing themselves. Muzi introduced Mr Mphumeleli Zungu as the officer responsible for Risk Management within the NDA. Mr Zungu was given the platform to address the meeting:</p> <p data-bbox="164 768 1016 806">Mr Zungu highlighting Risk Issues with regards to the Tender</p> <ul data-bbox="212 831 1333 1776" style="list-style-type: none"> • Issues regarding fraud and corruption • As NDA it is our responsibility to make sure that there is no fraud or corruption • Reads out Ethics pledge of NDA which is also stated in the last page of the Terms of Reference. • Encourages suppliers and colleagues to report fraud or corruption. He also announced the Fraud/ethics Hotline:0800 701 701. Mr Zungu handed the meeting back to Mr Muzi Matsenjwa Mr Muzi Matsenjwa: • Reads and explains the commercial evaluation. • Emphasizes the mandatory requirement in section 17 of the Terms of Reference which are: • Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS). Where consortium/joint ventures/sub-contractor are involved in each party to the association must submit a separate valid original Tax Clearance Certificate or SARS tax Pin or a CSD report. Alternatively, service providers must fully complete Standard Bid Document 1 (SBD 1) to give effect to the tax compliance status system. • Signed agreements for joint ventures and/or consortium arrangements. • Company registration documents (CIPC). • A letter/resolution authorising the person signing the bid documents and contracts. 	

	<ul style="list-style-type: none"> All participating bidders must complete, sign and return ALL the attached SBD forms (SBD1, 3.3, 4&6.1) together with their proposals. IATA and ASATA Licence / Certificate. Bidders are required to submit their international Air Transport Association (IATA) and ASATA (Association of South African Travel Agents) membership/licence/certificate (certified copy) at closing date. No third party IATA licences will be permitted. <p>Failure to complete and submit any of the attached documents will result in immediate disqualification.</p> <ul style="list-style-type: none"> Also explain that the top two highest ranked bidders will be awarded the bid. It should be noted also that the NDA reserves the right not to appoint any service provider and no service provider will be reimbursed for any costs incurred whilst participating in this bid. <p>Mr Muzi Matsenjwa handed the meeting over to the BSC Chairperson Ms Thembi Raulinga who took service providers through technical requirements of the document. Ms Thembi Raulinga:</p> <ul style="list-style-type: none"> Reads and explains the evaluation criteria. Only service providers that score a minimum of 80 points will proceed to the last stage of the evaluation process. Also explains in detail the scope of work the travel management company will be expected to do. <p>Mr Muzi Matsenjwa opened the floor for questions:</p> <p>Opens for everyone to ask questions.</p>	
1.2	<p>Confirmation of Quorum</p> <p>The Committee formed a quorum (Mr Muzi)</p>	
1.3	<p>Apologies</p> <p>Rejoice Dzowa sent an apology that she won't be able to attend the meeting and others didn't report</p>	
1.4	<p>Confirmation of Agenda</p> <p>THE APPOINTMENT OF A SERVICE PROVIDERS FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE NATIONAL DEVELOPEMENT AGENCY (NDA) OVER A PERIOD OF 60 – MONTHS</p>	
DISCUSSION ITEMS		
2.1	<p>THE APPOINTMENT OF A SERVICE PROVIDERS FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE NATIONAL DEVELOPEMENT AGENCY (NDA) OVER A PERIOD OF 60 – MONTHS</p>	

QUESTIONS/ANSWERS:

Nwabisa FCM Travels – With regards to the template on the website, the percentage calculated on the VAT column is 14% whereas VAT is currently at 15%, are we allowed to make changes ourselves? Or should they just fill in the column that they supposed to fill but calculate at 15%? That's not a question but a statement for you to note.

I wanted to also find out how many TMCs is NDA looking for?

The last question is with regards to the invoicing, I would want to find out with the TMC taking the responsibility of a Recon, which is a standard and a norm. Will it be acceptable if the TMC allows, at no cost to give you a platform where you can retrieve this invoice and always the invoices and always have them available to you as opposed to TMCs doing the matching and batching and sending documents to you?

Nyali Morailane NDA – Regarding the retrieving of invoices/documents on this team, I think it will be great provided that the system will be having the invoices with all the supporting documents that will be initially sent to you. Because we also need to know that your system has a way of attaching documents that are coming from NDA as request in merging with the invoice on your system and we retrieve that from the system, that will also be great.

Muzi Matsenjwa NDA – The spreadsheet will be revised and circulated to all service providers. The NDA is looking for one method of pricing (Transaction Cost-Offsite).

Nwabisa – Thank You.

Nomusa Mbatha – My question is based on question 7, Special conditions of contract page 7, 3.1.1, it says that "The bidder(s) is required to have a minimum of 5 (five) years' experience in the travel industry. This must be confirmed by the fully completed table of experience on **Annexure A.**" where do we get that Annexure because I can't see it. My second question would be, you said service providers must complete the offsite options but when I look at it, offside options we have a tab there for online totals that already has amounts in it. Are we allowed to edit this and remove all those amounts and add our own amounts?

Muzi Matsenjwa NDA: The sentence must read "The bidder(s) is required to have a minimum of 5 (five) years' experience in the travel industry". Bidders must ignore the rest as it is an error. That section will be amended.

The spreadsheet will be revised and circulated to all service providers. The NDA is looking for one method of pricing (Transaction Cost-Offsite).

Deborah Sekano – I don't know if I missed something but on page 12, point 7.3.1, it says the TMC you will be required to offer a 30-day bill account facility to NDA should a lodge card not be offered. So is NDA currently on a lodge card or is it a bill back. Thank You

Nyali Morailane NDA – At present we are having a lodge card but its normally used for the tickets because with tickets we would have to book and pay immediately. The other services like accommodation, travel transfers and parking, etc, it's a 30-day account so we pay them based on the 30 day account.

Deborah Sekano – Thank You.

Nwabisa Gqodi – The last part of the annexure has got totals there. It's populated the totals so naturally TMC's complete the green section and put the amounts that they will charge. You guys do the orange one and then it calculates automatically. So the last part where you've populated numbers there in black should all be taken out as well, but I'm sure once you review that, you will probably spot all these issues that we need that you need to remove on that template. Thanks.

Muzi – Noted. So basically, the annexure must have the estimated usage quantities. Service providers will then capture unit cost/rates. Totals will automatically be calculated with the correct VAT at 15%.

The NDA uses 100% traditional booking. Service providers are required to capture their rates/unit costs on the Traditional Booking column. The Online Booking will be empty as it stands at 0%. Totals will automatically be computed. The revised template will be sent to service providers.

Deborah Sekano - Are we going to only complete the transaction fee offsite only or are you going take out all the onsite management fee also because I think you specifically mentioned that it's going be transaction fee offsite. Thank you.

Muzi - Yes, we will be taking off the other tables, which is your management fee and the transaction fee onsite and we will be left with only the transaction fee offsite. That is the table that we will be completing so that we all do it uniform pricing model and for comparison purposes.

Deborah Sekano – Thank You.

Nwabisa Gqodi - Are you currently using the online booking tool at all?

Thembi Raulinga NDA – No. The NDA has an internal system (Business Central) which is used by staff to capture their own travels. It is not an online booking platform.

Nwabisa Gqodi – Thank You.

Anéldia Liebenberg - I just quickly want to confirm with regards to the online booking tool. Is the online booking tool owned by NDA or it's provided to NDA by your current service provider?

Thamsanqa Langa NDA - It's not a booking tool, it's for employees to request to travel. So, if I'm an employee within the NDA, I look into the tool or the app, then request to travel and then my manager approves and so on and then that information is then sent to the external travel agents. So, it's not for booking but to request. Thanks.

Anéldia Liebenberg – Thank You.

Michael Maphoto – Mr Muzi, the formula for VAT needs to be changed to 15%. The populated amount, they are not running on a formula, they were just captured there or copied and pasted. So they need to be removed and then once you corrected the formula to 15% then you apply it on the other side so that when we capture it will then populate the correct amount. So from my side, I think the easiest way will be correct the formula for

	<p>VAT to be 15% and then also make sure that on that online booking tool totals, those totals are removed and then you put in the correct formula there with 15%. Thank you.</p> <p>Muzi – Noted.</p> <p>Sindi (Satguru JNB) – When is the last day for questioning?</p> <p>Muzi – As long as the tender is still open, we can accept questions because we didn't put a deadline for questioning. Service Providers must ask questions and give the NDA reasonable time to respond.</p> <p><u>Briefing Session conclusion</u></p> <p>Mr Muzi Matsenjwa thanked everyone for joining the meeting and spending one hour, 20 minutes with the NDA. All the best!</p>	
3	GENERAL	
	None	
4	CLOSURE	

SIGNED BY THE END USER AND SCM FOR THE COMPULSORY BRIEFING SESSION AS A TRUE REFLECTION OF THE CONTENT OF THE MEETING:



Mr. Muzi Matsenjwa
SCM/Briefings Chairperson
Date: 21 st June 2024



Ms. Thembi Raulinga
End User
Date: 21/06/2024