



## QUESTIONS FROM BIDDERS

### PROVISION OF TRAVEL MANAGEMENT SERVICES AT SANAS FOR A PERIOD OF 36 MONTHS

**BID NUMBER: SANAS/TRAVEL/2017-18/02**

- Enquiry: We have just noted that an Generic SLA from SANAS was not attached to the Tender documentation. Please can you urgently email me the said document.
- Response: SANAS took a decision to engage after the closing date.
- Enquiry: Kindly note that on the pricing template it reflects Qty 30 for No.4(International re-issue) should this not be under No.1 Air Travel International? Please advise if I can adjust.
- Response: I suggest that you leave it the way it is as there could be bidders that have already submitted their proposals.
- Enquiry: You also have Qty 288 for No.5 (Regional re-issue) should this not be under No.2 Air Travel Regional? Please advise if I can adjust.
- Response: I suggest that you leave it the way it is as there could be bidders that have already submitted their proposals.
- Enquiry: When I try to put the % in the split it does not populate the amount for evaluation and therefore does not carry over to the pricing declaration. Please advise.
- Response: Below is the formula that needs to be there.  
  
=' 1. TRANSACTION FEE ONSITE'!E53.
- Enquiry: On page 21 of the document (16.) it states that bidders to propose 2 pricing models being the transactional and management fee, however in the pricing templates you only provided the transactional fee template.
- Response: This is an error as only the transactional fee is applicable.
- Enquiry: Is SANAS in a position to do bi-monthly payments?
- Response: SANAS pays weekly per batch of invoices
- Enquiry: Is SANAS open to the use of a Travel Lodged Card for payments?
- Response: No