

## NOTICE TO ALL BIDDERS

**APPOINTMENT OF TWO (02) TRAVEL MANAGEMENT COMPANIES TO PROVIDE TRAVEL MANAGEMENT SERVICES TO THE RAILWAY SAFETY REGULATOR FOR THE PERIOD OF 36 MONTHS**

**BID NO.: RSR/RFP/OCFO/TMC/23/10/03**

Dear Prospective Bidders,

Please note the guidelines outlined below regarding the capturing of the transaction fees on the uploaded **Annexure 1 - PRICING SCHEDULE RSR v2** of the advertised tender document.

- VAT Vendor Service Providers:** please populate only your *unit prices excluding VAT* on column D for traditional bookings and on column G for online bookings. These unit prices will be automatically calculated to include the 15% VAT on column E and H, respectively.
- Non-VAT Vendor Service Providers:** please populate your *unit prices excluding VAT* on the merged columns D and E for traditional bookings and merged columns G and H for online bookings, respectively.
- Bidders should only complete the one pricing worksheet that is applicable to their Travel Management Company, i.e; between the **VAT Vendor** and **Non-VAT Vendor**.
- All queries pertaining to the Tender Notice must be directed to Mr. Goitseone Kgwadibana ([goitseonek@rsr.org.za](mailto:goitseonek@rsr.org.za))

Kind Regards,

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**Ms. Pulane Kakumbi**

**Acting Senior Manager: Supply Chain Management**