

Dear Bidders

- Below is a list of questions asked by the bidders. As indicated in the bid document, the responses to all the questions asked will be published on the CSOS Website on the 29<sup>th</sup> November 2017.
- Please note that my responses will be highlighted in **red**
- I have also attached a word format Pricing Schedule to make it easier to type and to also include other information

### **Emails from Bidders**

Good day Matilda

Reference to the abovementioned advertised tender.

Will you please assist me with the annual travel spend for CSOS if possible. **Answer: CSOS has budgeted R2.4 Million for 2016/17 Financial year.**

I've attached the downloaded Pricing Schedule; will you please be so kind to assist me with the attached document in Word format in order to make it easier for us to include our "other fees" where required.

Your assistance will be highly appreciated.

Regards,

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Dear Jabu

Trust you well.

Do we calculate the unit costs incl Vat as total bid cost although the number of transactions by CSOS are not provided? **Answer: Please note that we did not have the number of transactions, hence they were not included. You have to include vat if you are Vat registered**

Thanks for your guidance

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Dear Matilda

I have tried calling you but to no avail.

Please could you send through the travel spend details – volumes, and annual spend for Tender number: CSOS002.

May I also ask for clarification on whether you are currently on an onsite transaction fee basis. **Answer: we are not on an on-site transaction fee basis and would like to have onsite services on this tender. You are therefore required to provide a monthly management fee solution.**

Normally for On Site services the TMC would offer a monthly management fee as additional resources that are not applicable done from within a TMC office would apply.

Kindest regards

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Good day

Trust you are well.

Could you kindly advise the following on the above mentioned tender bid:

1. What is your travel budget / spend per year (this can be an approximate amount): **Answer: CSOS has budgeted R2.4 Million for 2016/17 Financial year**
2. What is the split between your international / domestic travel? **CSOS is a new organisation and more and more activities are still going to happen. There is a plan to travel international, however it will be difficult for CSOS state the actual figures.**
3. In the bid you only mention an in-house, is that the only option you will be considering? May we suggest an out-plant? **CSOS is more interested in an inhouse solution.**

Kind Regards

Mariska

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Dear Matilda

Kindly advise what the estimated travel expenditure is per annum: **Answer: CSOS has budgeted R2.4 Million for 2016/17 Financial year.**

Warm Regards

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Good morning,

I trust this email finds you well,

Please advise your travel volumes with regards to the travel management services tender, Bid number CSOS002-2017: **CSOS has budgeted R2.4 Million for 2016/17 Financial year.**

Looking forward to hearing from you.

Regards

