

**PRICING SCHEDULE****TRANSACTION FEE MODEL: ON-SITE SERVICES****BID NO: CSOS002****THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS**

NAME OF BIDDER: \_\_\_\_\_

	Requirements	Description	Cost per transaction (VAT included)
<b>INTERNATIONAL</b>			
1.	International flight booking	Total cost arrange international bookings (Single sector)	
2.	Documentation	Total cost to arrange passport, visas, foreign exchange	
3.	Changes to International tickets after issue	Total cost for change international flight	
4.	Forex requirements	Cost to organize Foreign exchange	
5.	Cancellation fee	Total cost when a transaction for air travel is cancelled	
6.	International accommodation	Total cost to arrange international accommodation	
7.	Courier services for travel documentation (visa & passports)		
8.	Train Bookings (International)		
<b>DOMESTIC</b>			
9.	Domestic flight booking	Total cost arrange bookings(Single sector)	
10.	Domestic changes made to an issued ticket	Total cost for change in flight	

**ANNEXURE A**

11.	Air travel cancellation fee	Total cost when a transaction for air travel is cancelled	
12.	Car rental services	Total cost for car rental booking (Domestic)	
13.	Shuttle services	Total cost to arrange shuttle bookings (Domestic)	
14.	Car rental cancellation fee	Total cost when a transaction is cancelled	
15.	Domestic accommodation	Total cost to arrange domestic accommodation	
16.	Domestic accommodation cancellation fee	Total cost to cancel domestic accommodation	
17.	Emergency services	Cost/s for emergency/ 24 hour services	
18.	Conference booking (domestic)	Total cost to arrange domestic conferencing	
19.	Conference booking changes made to a confirmed booking	Total cost for re-schedule conference booking.	
	Conferencing Venue cancellation fee	Total cost when a transaction for Conferencing venue is cancelled	
<b>ADDITIONAL SERVICES</b>			
20.	Hotel & Guest house	The cost to arrange an accommodation when the client settle direct	
21.	Hotel & Guest house	Bill back to agent	
22.	International hotel	The cost to arrange an accommodation when the client settle direct	
23.	International hotel	Bill back to agent	
24.	Car hire	The cost to arrange a car hire when the client settle direct	
25.	Car hire	Bill back to agent	
26.	Bus / Coach Bookings	Bill back to agent	
27.	Bus tickets	The cost to arrange a bus hire when the client settle direct	

28.	Bus tickets	Bill back to agent	
29.	Parking	The cost to arrange Parking when the client settle direct	
30.	Parking	Bill back to agent	
31.	SMS Notifications	Notifications if not included in the transaction	
32.	Customized reports	Reports as will be required by CSOS	
33.	Travel lodge card reconciliation	Monthly reconciliation	
34.	Debtors account reconciliation	Monthly reconciliation	
35.	Other (specify)		
36.	Other (specify)		
37.	Other (specify)		
38.	Other (specify)		

### EVENTS MANAGEMENT/CONFERENCE FEE

item	Description	Service fee	Comment
	Events Management/Conference transaction fee (this will include but not limited to the following, as indicated below:		
39.	Accommodation		
40.	Transport		
41.	Conference packages		
42.	Catering services		
43.	Other (Specify)		
44.	Other (Specify)		