

**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) |
|----------------------|--|---|-------------------------------------|
| INTERNATIONAL | | | |
| 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) | | |
| DOMESTIC | | | |
| 9. | Domestic flight booking | Total cost arrange bookings(Single sector) | |
| 10. | Domestic changes made to an issued ticket | Total cost for change in flight | |

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|----------------------------|--|--|--|
| 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 | |
| ADDITIONAL SERVICES | | | |
| 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 | |

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|-----|----------------------------------|---|--|
| 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) | | |