



**TEMPLATE 2: TRANSACTION FEE MODEL
OFF-SITE SERVICES**

RFP NO:

SCMU8-20/21-0101

RFP NAME:

TRAVEL MANAGEMENT SERVICES OF STAFF FOR A PERIOD OF 3 YEARS (36 MONTHS)

BIDDER NAME

1.1 TRANSACTION FEES - (MANAGEMENT OR SERVICE FEE)

ITEM	Transaction Type	Estimated Volume	TRADITIONAL BOOKINGS		
			Unit Price (excl VAT)	Unit Price (incl VAT)	TOTAL Price (incl VAT)
1	Air Travel – Regional			R -	R -
2	Air Travel – Domestic	10		R -	R -
3	Air Travel – International			R -	R -
4	Air Travel – Regional (Re-issue)			R -	R -
5	Air Travel – Domestic (Re-issue)			R -	R -
6	Refunds – Air Domestic			R -	R -
7	Refunds – Air Regional			R -	R -
8	Car Rental – Domestic	10		R -	R -
10	Transfers/Shuttle – Domestic	10		R -	R -
11	Accommodation – Domestic	1370		R -	R -
12	Accommodation – Regional			R -	R -
13	Accommodation – International			R -	R -
14	Courier services for travel documentation (visa & passports)			R -	R -
15	SMS Notifications			R -	R -
16	Parking Bookings			R -	R -
17	Cancellations			R -	R -
18	Changes to bookings			R -	R -
19	After Hours Services			R -	R -
20	Venues & Facilities	20		R -	R -
21	Shuttle Services			R -	R -
22	Visa & Passports			R -	R -
Total		1420			R -
Percentage is on Traditional Booking			Percentage Traditional	100.00%	0

PRICE THAT WILL BE USED FOR EVALUATION PURPOSES

R -

1.2 CONFERENCE TRANSACTION FEE

Item	Description	Percentage Fee	Comment
1	Conference Transaction Fee		