

Tender Addendum



Addendum

REQUEST FOR PROPOSALS (RFP)

THE APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES TO KWAZULU-NATAL MUSEUM

BID REFERENCE NUMBER : **KZN.M/TMC-01/2020**

ISSUE DATE : Monday, 27 January 2020

NON- COMPULSORY SITE BRIEFING : Tuesday, 04 February 2020 at 11h00

CLOSING DATE AND TIME : Monday, 24 February 2020 at 11h00

SUBMISSIONS DELIVERY : KwaZulu-Natal Museum
237 Jabu Ndlovu Street
Pietermaritzburg
3201

FOR ATTENTION : Mr Siphamandla Dlamini
Finance and Administration Department

BIDDER NAME :

BIDDER DETAILS / STAMP :

Initials

Tender Addendum

CLOSING DATE: 12 FEBRUARY 2020

TECHNICAL AND ADMINISTRATIVE ENQUIRIES: Executive Manager: Finance & Administration
Mr Siphamandla Dlamini
Tel: (033) 345-1404
Email: sdlamini@nmsa.org.za

KwaZulu-Natal Museum
237 Jabu Ndlovu Street
PIETERMARITZBURG
3201

Sir/Madam

REQUEST FOR PROPOSAL (RFP): **KZN.M/TMC-01/2020**: THE APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES TO KWAZULU-NATAL MUSEUM.

REQUEST FOR PROPOSAL FOR APPOINTMENT OF TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES TO KWAZULU-NATAL MUSEUM FOR THE PERIOD OF 36 MONTHS.

Kindly furnish the KwaZulu-Natal Museum with a proposal for the supply of the services as per attached documents.

The conditions contained in the KwaZulu-Natal Museum's policy documents and all other conditions quoted in this RFP, will apply to your submission.

This RFP, as formulated, contains relevant KwaZulu-Natal Museum's tender documents/forms that must be completed.

Kindly tender by completing the relevant forms and deposit the documents in the tender box at the KwaZulu-Natal Museum's address as specified in page 3 before the closing date and time.

The KwaZulu-Natal Museum takes no responsibility for any late tenders, whatever the reason may be.

Yours sincerely

.....

Mr Siphamandla Dlamini
Executive Manager: Finance and Administration

Initials

Tender Addendum

ADDENDUM

This addendum forms part of the tender document for:

THE APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL MANAGEMENT SERVICES TO KWAZULU-NATAL MUSEUM.

Refer: KZN.M/TMC-01/2020

Each tenderer is required to complete the pricing (amended pricing schedule) section, as provided for hereunder, on the addendum not on the main tender document. Only a reference may be made on the main tender document to this section of the Addendum.

17.3 Phase 3: Pricing

Pricing Schedule

17.3.5 PROPOSED FEE STRUCTURE FOR TRAVEL MANAGEMENT SERVICE:

SERVICE	Percentage (%) Charge on Price
Accommodation and meals	
Conference	
Car hire	
Air Tickets (Domestic & International)	
Total Offer Percentage	

Initials