



**The State's preferred and trusted  
anti-corruption, forensic investigation,  
and litigation agency.**

Tel: +27 (0) 12 843 0001  
SIU Hotline: 0800 037 774  
Email: [info@siu.org.za](mailto:info@siu.org.za)  
[www.siu.org.za](http://www.siu.org.za)



## **QUESTION AND ANSWERS**

**SPECIAL INVESTIGATING UNIT (SIU)**

**RFP: 013 /09/2023 FIN**

Appointment of a service provider for the provision of Travel Management Services for the Special Investigating Unit (SIU) for a period of five (5) years.

Date Published: 13 October 2023

Issued by:

Special Investigating Unit ("UNIT")

**Closing date : Monday 23 October 2023**

**Closing time: 11:00am**

**The State's preferred and trusted anti-corruption, forensic investigation and litigation agency**

**[www.siu.org.za](http://www.siu.org.za) | Email: [info@siu.org.za](mailto:info@siu.org.za) | SIU Hotline: 0800 037 774 | @RSASIU**

No	Questions from Bidders	Answers
1.	a) Kindly give clarity on the following questions?  <b>Form of payment:</b> Do you have a lodge card in play which can be used for your air transaction?	<ul style="list-style-type: none"> <li>No lodge card available.</li> <li>A bill back solution will be applicable.</li> </ul>
	b) What system are you currently using to manage the travel requests and travel expenses processes within the travel.	<p>All travel requests are done through a traditional method:</p> <ol style="list-style-type: none"> <li>The travel request is manually captured on Travel Request Forms for internal approval.</li> <li>Approved travel requests are submitted to the SIU Travel Office.</li> <li>The approved requests are submitted to the TMC through email.</li> <li>Travel arrangements are booked and confirmed by the TMC.</li> <li>The travel invoices for the actual travel are compiled and submitted electronically to the SIU for processing.</li> <li>Expenses are matched to the issue purchase order and travel requests.</li> </ol>
2.	a) On page 29, on the last line where it speaks to providing Transactional Report, the bid require that we submit a report combined for all clients? Can we provide a report without showing clients name for the protection of data?	<ul style="list-style-type: none"> <li>Yes, however the information will be confirmed during the site visit if your company is shortlisted for site visit and presentation.</li> <li>Please note that you can hide the names of the travellers, we need to see the total transactions conducted in 12 months.</li> </ul>
	b) When are you looking at finalising the process?	Mid-November 2023
	c) With regards to pricing for the duration of the Bid; is the SIU flexible to engage with the appointed TMC should we	No.

No	Questions from Bidders	Answers
	experience e.g., higher interest rates, petrol and inflation as this plays a pivotal role in pricing for service. But this get answered under Pricing Detail Part 2 on page 38	The pricing information provided will use for evaluation and contractual purposes for the next 5 years.  Please factor in increases in your pricing. Fixed Bid price for the contract period.
3.	a) Is the Online Booking Tool pricing required?	No.  The SIU does not intend to do its bookings over the contract period. Bidders are required to have Online Booking Tool.
	b) Kindly advise where do we price the other services we charge for that are not on the pricing template?	The pricing schedule has been amended to accommodate for Billback charges and any other requirements.
	c) Are we allowed to add an addendum it an additional page on our company letterhead?	The Bid Document has been updated with the amendments made. Bidders are required to make use of the amended bid document.
4.	a) With regards to samples of report to be provided, can we just give screenshots of how our reports look like and be allowed to demonstrate later as opposed to sharing the data we are currently working on?	Yes, note that the information will be confirmed during the site visit if your company is shortlisted for site visit and presentation.
	b) We do not want to risk and submit reports, as they show the company names which we are not allowed to share at all.	Please note that you can hide the names of the travellers, we need to see the total transactions conducted in 12 months.
	c) Kindly verify that we should only propose the tradition solution and not online.	Yes, the traditional solution only to be priced, as per the Pricing Schedule.



No	Questions from Bidders	Answers
5	a) I'm currently having a problem with the pricing schedule, the part of the conferencing to enter the percentage its' unable to complete. May I please get assistance on this please?	The pricing schedule has been updated to allow amendment.

Regards



Graham Louw

Senior Manager: SCM

Special Investigating Unit (SIU)

Date: 13 October 2023