

To whom it may concern

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Your reference
Our reference 83426809
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Dear Sir/Madam,

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Thank you for showing interest in the above-mentioned tender. Queries received and clarity/responses are below:

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394

Chairman of the Supervisory Board
Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven
Anna Sophie Herken

	Query	Response
1	What exactly is the total estimated spend for you organisations travel per annum. Is it around 79 Mil per annum?	The budget estimate aligns with the duration of the contract period of 4 years.
2	Would you be able to give us the split of your travel (domestic vs internation on Air / car./ hotel / transfer / trains)ect	GIZ is unable to provide a further split of the category spend to which suppliers can peg costs as it varies year on year. Bidders can work on the following, at their own risk: <ul style="list-style-type: none">- <i>international/ regional flights:</i> 40%- <i>venues/ accommodation:</i> 40%

		<ul style="list-style-type: none"> - <i>domestic flights:</i> 10% - <i>transfers:</i> 5% - <i>car rentals:</i> 5%
3	Kindly elaborate on the flexible remuneration quoted on page 19 of the RFP	Flexible remuneration is available for activities as outlined in the ToR and which GIZ gives approval for.
4	What is the total of the transaction numbers per annum	Transaction numbers cannot be further defined due to the nature of some consolidated requests.
5	Can we offer you transfection fees for both online and offline? What about Management fee?	Suppliers are welcome to provide Online and Offline Fees, working hours and After hours. No new fees will be negotiated or introduced during the first two years of the contract.
6	Can I confirm that the form of payment is 30 days? and no lodge card?	<p>The payment term is confirmed as 30 days from the date of invoice - this is not negotiable. GIZ does not currently make use of a lodge card.</p> <p>GIZ is open to proposals regarding billing cycles.</p>
7.	I have also picked up the below paragraph and I would like to check if the below is a compulsory requirement . We are sustainable environment and do not necessarily encourage the printing, matching and batching of invoices however we do provide access and training to our portal where your finance can pull such documentation . We do not provide the ticket copies, but all quotations will be provided on the portal .It is a very good convenient portal and we will not expect you to pay for	<p>GIZ's core values include Sustainability. We therefore have not made a request for the physical printing or shipping of documentation.</p> <p>We do not anticipate to download our own invoices from an external system.</p>

	<p>it at all . It is part of our innovative solutions which most of our client love . Will that be acceptable enough ?</p> <p>Each invoice should be accompanied by the following supporting documentation: • Reservation options suggested from Travel Consultant and selection by GIZ of the most economical offer; • Copy of e-ticket, and service booking/reservation confirmation; • Copy of "Application to Go", Letter of Invitation, or Partner agreement</p>	
8	<p>Fee Structure: Do you prefer a management flat fee or are transaction fees also accepted? If yes, can we amend the Budget Allocation table.</p>	<p>Management flat fee.</p> <p>Please see the revised budget: there are six additional lines for flexibility, provided for the suppliers to complete.</p>
9	<p>Assessment Grid and Grid for Technical Assessment: Please advise if GIZ will fill in the columns while evaluating or tenderers need to fill them in?</p>	<p>Yes</p>
10	<p>TOR: Please advise if we can offer more than 6 experts as stipulated in the TOR.</p>	<p>No</p>
11	<p>Budget template</p> <ul style="list-style-type: none"> - Is the R73m an annual figure? - Does the R73m include envisaged Travel Consultant fees? - Can GIZ share a detailed spend breakdown to assess volume of bookings? 	<p>The budget provided aligns with the duration/nature of the multi-year contract. Bidders are requested to pay attention to this aspect of the agreement. The budget provides a section/line where Consultant fees are to be included.</p>

		GIZ is unable to share a further detailed breakdown of our travel spend.
12	<p>With regards to ToR Travel tender document: Section 4. Human Resources. The tender requests 6 dedicated travel consultants.</p> <ul style="list-style-type: none"> - Do you currently have 6 travel consultants? - Do you require these consultants to work onsite at your premises? 	<p>GIZ does not employ travel consultants. We contract a supplier, through which we anticipate to receive primary and secondary support.</p> <p>Consultants will remain employees of the travel management supplier and will therefore not be located on GIZ premises.</p>
13	<p>Section 5.3.2 Travel expense requirements</p> <ul style="list-style-type: none"> - Please provide volumes of bookings per annum to do a detailed analysis. - Does GIZ prefer a fixed monthly management fee or a transactional fee as the commercial approach? 	<p>Please refer to 1.3. Suppliers are welcome to split the four year spend into 12 months buckets if an annual estimate is desired.</p> <p>GIZ prefers an annual costing approach and will not accept rates that change per transaction or per month.</p>
14	<p>Section 5.1 Flexible remuneration item</p> <ul style="list-style-type: none"> - We understand the figure is spread over 4 years. Please confirm? 	The budget is for a four-year period.

<p>Additional information:</p> <p><u>Important Notes for our Invoicing Procedures</u></p>
<p>1. Our prescribed mandatory procedures will apply - invoices are to strictly be sent to the ticket purchase email address to be provided.</p>
<p>2. GIZ will only accept one invoice per transaction/ booking/ reservation.</p>
<p>3. Cancellations of transactions must be refunded to GIZ within 30 days and linked to the initial invoice. The monthly account statements must reflect the refunds processed.</p>
<p>4. GIZ works with one main account for the CO, and sub-accounts linked to approximately 10 Clusters. This means that all invoices, and account statements will be issued directly to a Cluster and payments will also be made by the respective Cluster.</p>
<p>5. The system must enable uploading of GIZ documentation during the booking/reservation process, as well as mandatory use of our 12-digit GIZ Project Numbers.</p>

Please do not include your price proposal for this measure in your technical proposal. Should you include your price proposal in your technical proposal for this measure your bid will be disqualified hence the request to separate the two.

Kind regards
Procurement Team

