

SUPPLY CHAIN MANAGEMENT
ADDENDUM NO.1

SUBJECT: ERW2209/04 DESCRIPTION: BID FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER TRAVEL SERVICES FOR EAST RAND WATER CARE COMPANY (ERWAT) FOR A PERIOD OF THREE (3) YEARS

DATE: 15 MAY 2023

SUBMISSION DEADLINE: With tender submission

TIME: 12H00

Bidders' attention is drawn to the amendments made in the document. Please complete and acknowledge receipt of addendum and send to brenda.matlala@erwat.co.za and phumzile.mdlalose@erwat.co.za within 24 hours.

The following amendments are made in the tender document:

- Under Pricing Schedule Conference Bookings, Cancellation of Conference Bookings(Local) and Cancellation of Conference Bookings(International) has been removed.

PREVIOUS TABLE:

SERVICE PROVIDED	FEE /COST TRANSACTION INVOICE	PER /
RESERVATIONS	R	
Reservation of domestic air ticket	R	
Reservation of regional ticket	R	
Reservation of international ticket	R	
Reservation of low cost carrier tickets	R	
SERVICE PROVIDED	FEE /COST TRANSACTION INVOICE	PER /
Reservation of guest house/ inns /beds & breakfast- not done through Central Reservation System	R	
Reservation of domestic hotel accommodation	R	
Reservation of International hotel accommodation	R	
Reservation of car rental	R	
Reservation of shuttle service	R	
Reservation of domestic train tickets	R	
Reservation of international train tickets	R	
Airport Parking	R	
Voyager tickets	R	
Travel Rand tickets	R	
Arrangements for relocation of officials (vehicles and household goods)	R	
Arrangements for the transportation of official vehicles by train or road	R	
Travel Insurance	R	
Visa applications	R	
Bus tickets (domestic)	R	

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SERVICE PROVIDED	FEE /COST TRANSACTION INVOICE	PER /
Bus tickets (international)	R	
DOCUMENT DELIVERY		
Delivery of travel documentation – during office hours	R	
Delivery of travel documentation-after hours	R	
CANCELLATIONS		
LOCAL		
Cancellation of air tickets	R	
Cancellation of car rental bookings	R	
Cancellation of hotel bookings	R	
Cancellation of shuttle service	R	
Cancellation of bus bookings	R	
Cancellation of train bookings	R	
Cancellation of relocation bookings	R	
Cancellation of transportation for official vehicles	R	
Cancellation of conference bookings	R	
Changes to booking before departure	R	
CANCELLATIONS	R	
INTERNATIONAL	R	
Cancellation of air tickets	R	
Cancellation of car rental bookings	R	
Cancellation of hotel bookings	R	
Cancellation of shuttle service	R	
Cancellation of bus bookings	R	
Cancellation of train bookings	R	
Cancellation of relocation bookings	R	
Cancellation of transportation for official vehicles	R	
Cancellation of conference bookings	R	
Changes to booking before departure	R	
ACCOUNTS		
Processing of bill-backs	R	
SERVICE PROVIDED	FEE /COST TRANSACTION INVOICE	PER /
VALUE ADDED SERVICES		
Ordering of Foreign Exchange	R	
Monthly Reports	R	
Adhoc Reports	R	
Account Management	R	
After Hours Service	R	
Additional travelling in excess of 200km per day (Rate per kilometre)	R	

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REVISED TABLE:

SERVICE PROVIDED	FEE /COST TRANSACTION INVOICE	PER /
RESERVATIONS	R	
Reservation of domestic air ticket	R	
Reservation of regional ticket	R	
Reservation of international ticket	R	
Reservation of low cost carrier tickets	R	
SERVICE PROVIDED	FEE /COST TRANSACTION INVOICE	PER /
Reservation of guest house/ Inns /beds & breakfast- not done through Central Reservation System	R	
Reservation of domestic hotel accommodation	R	
Reservation of international hotel accommodation	R	
Reservation of car rental	R	
Reservation of shuttle service	R	
Reservation of domestic train tickets	R	
Reservation of International train tickets	R	
Conference bookings	R	
Airport Parking	R	
Voyager tickets	R	
Travel Rand tickets	R	
Arrangements for relocation of officials (vehicles and household goods)	R	
Arrangements for the transportation of official vehicles by train or road	R	
Travel Insurance	R	
Visa applications	R	
Bus tickets (domestic)	R	
Bus tickets (international)	R	
DOCUMENT DELIVERY		
Delivery of travel documentation – during office hours	R	
Delivery of travel documentation-after hours	R	
CANCELLATIONS		
LOCAL		
Cancellation of air tickets	R	
Cancellation of car rental bookings	R	
Cancellation of hotel bookings	R	
Cancellation of shuttle service	R	
Cancellation of bus bookings	R	
Cancellation of train bookings	R	
Cancellation of relocation bookings	R	
Cancellation of transportation for official vehicles	R	
Changes to booking before departure	R	
CANCELLATIONS	R	
INTERNATIONAL	R	
Cancellation of air tickets	R	
Cancellation of car rental bookings	R	

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SERVICE PROVIDED	FEE /COST TRANSACTION INVOICE	PER /
Cancellation of hotel bookings	R	
Cancellation of shuttle service	R	
Cancellation of bus bookings	R	
Cancellation of train bookings	R	
Cancellation of relocation bookings	R	
Cancellation of transportation for official vehicles	R	
Changes to booking before departure	R	
ACCOUNTS		
Processing of bill-backs	R	
SERVICE PROVIDED	FEE /COST TRANSACTION INVOICE	PER /
VALUE ADDED SERVICES		
Ordering of Foreign Exchange	R	
Monthly Reports	R	
Adhoc Reports	R	
Account Management	R	
After Hours Service	R	
Additional travelling in excess of 200km per day (Rate per kilometre)	R	

Bidders are further required to attach the addendum with the tender submission on the tender closing date and time as part of the Record of Addenda.

NOTE TO BIDDERS:

1. Bidders must submit the support documents along with the bid document. Preferably have a separate file for support documents and include an index that details the location of each support document. ERWAT will not be held liable for any omissions including page omissions from the tender document.
2. The bid document should be sealed and deposited in the public tender box at our offices. No late submissions will be accepted.

Should you have any enquiries with this regards, please contact Ms. Brenda Matlala and Ms. Phumzile Mdlalose on brenda.matlala@erwat.co.za and phumzile.mdlalose@erwat.co.za (Supply Chain Management)

Yours sincerely,



Ms LMM Motaung
Sales Engineer



Ms. Brenda Matlala
SCM Specialist: Tenders

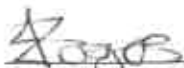
19.05.2023

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11 Ms Debbie Hlabloa
Interim Executive Manager: Commercial Business


Ms. Lindiwe Mslbi
SCM Manager


Mr. Jack Rogers
Chairperson: BSC 17/05/2023


Ms. Kedibone Mashaakgomo
CFO: Financial Services 17/05/2023


PP Mr. Kennedy Chihota
Managing Director 17/05/2023

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ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM

Details of bidding entity

Bidding entity:

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Representative's name and surname:

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Authorised signatory designation:

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Signature:

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Date:

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