



# GROWAFRICA **AFCONE**

**RESPONSES TO CLARIFICATIONS - PROCUREMENT NO: 001/AUOSA/CS/LCS/2017 - PROCUREMENT OF CONSULTANCY SERVICES FOR THE PROVISION OF CUSTOMIZED TRAVEL SERVICES SUPPORT FOR AFRICAN UNION OFFICES IN SOUTH AFRICA (AUOSA) ON A TWO YEARS FRAMEWORK AGREEMENT.**

S/N	BIDDER CLARIFICATION	RESPONSES	FROM
1.	Does, 4c. Comments and suggestions of consultants on the terms of reference and on data, services, and facilities to be provided by the client "on the terms of reference", refer to section 6 – the terms of reference?	The Yes it does refer to the Terms of Reference (TOR)	Wings Travel management
2.	Does On data, services, and facilities to be provided by the Client" refer to Section 3 – Data Sheet	No, These are services or assistance to be offered by AUOSA. These are under Data sheet but they do not refer to the datasheet	Wings Travel management
3.	Does Form 5B. Summary of Costs, have to be filled & Completed by Travel Management Company (TMA) form? If so, please elaborate on what the precise requirement are?	Yes you need to fill it up, It's just the Summary of 5B which is the main Financial form.	Wings Travel management
4.	Does Form 5D. Reimbursable per Activity have to be filled & completed by the Travel Management Company (TMCs)? If so, please elaborate on what the precise requirement is?	This form must be left blank because it is not significant for this assignment.	Wings Travel management
5.	Does form 5E. Miscellaneous Expenses - have to be filled & completed by the Travel Management Company (TMCs)? If so, please elaborate on what the precise requirement is?	This form shall also be left blank. Because it is not significant for this assignment. It's meant for any costs that are miscellaneous to be part of the Financial Proposal.	Wings Travel management
6.	The last part in the tender documents are: -Form of Contract -General Conditions of Contract -Special Conditions of Contract  Do the above documents need to be signed and returned together with the tender response?	Not really, they are there to disclose the General and Special conditions of the Contract you may enter into with the AUOSA	Wings Travel management



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	<p>Unfortunately we were not able to attend the Pre-Bidding Meeting scheduled for 2nd February, 2017, as we had not seen the invitation to tender and apparently we are interested, but want to find out if we can still tender if we missed the meeting.</p>	<p>You are invited to Tender for this ReFP as it is still open to the public since we are using Open Tendering Market Approach.</p>	<p>Fusion Travel &amp; Tours</p>
7.	<p>Reference is made to the Addendum 1 – dated 2 Feb. 2017, that the TMA will operate in-house, kindly advise on the following issues:</p> <p>a). Is there a cost for the premises at AUOSA – if there is a cost, kindly advise how much?</p> <p>b). In the set premises – is furniture / ADSL lines / included or is there a cost?</p> <p>c). Are there any other costs involved with the in-house office</p> <p>It is imperative that we are clear regarding all costs in order for us to correctly calculate the service fees</p>	<p>Thank you for this important question. Kindly be informed that the TMA will operate in-house as the Addendum issued on 2<sup>nd</sup> February, 2017. Please find the responses to these important clarifications below.</p> <p>a) There will be no additional costs for the premises to be used as AUOSA will provide it on a free of charge basis.</p> <p>b) The Use of furniture, Internet, Telephone lines or ADSL Lines will also be free, however we anticipate to negotiate with the TMAs on best scenario possible to avoid overhead costs such as utilities to keep the Transaction Management Fees (TMF) as low as possible.</p> <p>c) There are absolutely no other costs being anticipated.</p>	<p>Lungakazi Nokwall from SANPARKS</p>
8.	<p>Please provide a breakdown of spend and the split between business class and economy travel</p>	<p>In accordance with the Tor attached to the RFP, the total spend is R60million per annum and we are expecting to operate as one entity under the African Union hence the split will defit this purpose.</p> <p>Secondly, the split between Business and Economy classes will be approximately 60% Economy and 40% Business class of the R60million Annual spend.</p>	<p>Rennies Travel</p>




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9.	You advised that AUOSA may choose to elect more than one supplier. Please advise the maximum number of Travel Management Companies that you consider appointing.	During the Pre-bidding Meeting, this question was discussed and we did inform the other participants that so many factors need to be taken into consideration in terms of Risk, Capital and Credit period of 30days which form part of the terms of conditions of this Framework Contract (FMC). Hence we consider to have two TMAs subject to review considering the three factors mentioned above.	Rennies Travel
10.	In Section 3 reference 4. GDS System Application: particular reference has been made to the Amadeus Software package. In the event the Travel Management Company utilises an alternate GDS, i.e. Galileo, can we provide further detail in relation to Galileo and alternative technology capabilities and would this alternative recommendation affect our scoring?	The AU acquired Amadeus System and it is currently being used by some offices within the AU system while others will soon be installing the licenses. If Others systems may not work well with Amadeus as we suspect, this option may not put the TMAs in good position as the requirement was clearly stipulated in the TOR.	Rennies Travel
	Section 4C; Comments and Suggestions of consultants on the terms of reference and on Data, service and Facilities to be provided by the client. 5 Terms of reference and 5 data, services and facilities are to be provided by the client. Please can you expand of what your expectation are for the Travel Management Company to provide here.	This section is meant for general views and opinions about the TOR. Its purpose is to enable the participants comment on the TOR in terms of what they feel, any obstacle which may arise in meeting the objective and any positive attributes to achieve the objectives of the assignment. If the participants have no comments, they may choose to ignore it.	Rennies Travel

Kindly be informed that the Clarifications and Questions is now closed as we are in the last seven days of the closure which is 17<sup>th</sup> February, 2017 in accordance with ITC Clause 2.1

Thank you and good luck to all participants.

  
**Procurement and Travel Division**  
**African Union Office in South Africa**