

EMPOWERED TO **INFLUENCE** AND **INSPIRE!**

**3 June 2022**

## **CONSOLIDATED QUESTION AND ANSWER DOCUMENT – 01**

**TENDER-/INS/2022/01001– APPOINTMENT OF TRAVEL MANAGEMENT COMPANY (TMC) TO PROVIDE PROPOSALS FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF THREE (3) YEARS.**

**1. Question:**

**Please provide clarification on the below:**

Must pricing be submitted in a separate envelope or in the one file with the technical response?

**1. Answer**

Bidders are required to complete the **Excel Workbook (A3)** and upload on the memory stick/ USB as part their submission.  
Bidder also required to complete and sign **SBD 3.3** with total bid price **including all applicable taxes i.e. VAT.**

**2. Can we submit an addendum with our pricing schedule?**

**2. Answer**

Please see response provided above