

BID DESCRIPTION: PROVISION OF AN ONLINE TRAVEL MANAGEMENT SYSTEM FOR A PERIOD OF THREE (03) YEARS

BID NUMBER: EWSETA/RFP/04/2023-4

ISSUE DATE: WEDNESDAY, 13 DECEMBER 2023

BRIEFING SESSION: N/A

CLOSING DATE: TUESDAY, 30 JANUARY 2024 @11H00AM

#	QUESTIONS	ANSWERS
1	Could you please confirm whether EWSETA is seeking a proposal from an IT/software development company for a technological solution or from a travel management company for comprehensive service delivery including software and travel management services?	EWSETA is looking for a Travel Management Company that will provide an online system for travel requirements
2	<ul style="list-style-type: none"> There is no mention of a Briefing session. Please confirm no session planned? There is no mention of Delivery address. Please confirm? There is no mention of how many copies are required. Please confirm? 	<ul style="list-style-type: none"> There was no briefing session scheduled. Delivery Address: EWSETA, 22 Wellington Road, Parktown, 2193 Bidders are required to submit 3 copies which are comprised of ONE original plus TWO copies and an electronic copy on a USB of the bid document which should be hand-delivered. <p><i>This information is also found on page 17 of the Terms of Reference.</i></p>
3	<p>What is the total estimated spend for your travel per annum and what form of payment you offer?</p> <p>May I also double-check if your organization only uses online and not traditional at all?</p>	<ul style="list-style-type: none"> Unfortunately, EWSETA cannot provide the current spend at this stage. The type of payment method we currently utilising is Travel Lodge card. Online bookings and approval on the system no traditional at all.

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4	Please can you send me the price schedule for the above RFP?	The pricing schedule is found in section 4.6 Financial Proposal (pages 14 to 15) of the Terms of Reference.
5	<ul style="list-style-type: none"> Is this a new system requirement or an upgrade of from a current system. For the Travel Management System are you looking an SAP Travel Management System. Must the system be able to integrate with an SAP ERP system or another ERP System? How many users is the tool required for. 	<ul style="list-style-type: none"> We are requiring a new system. The travel system should be a stand-alone system and not linked to any SAP or ERP system. We have 20 Users and 1 Super User onsite.