



ANNEXURE A

MICT-SETA/TRAVEL/002/2020- PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 5 YEARS.

TRANSACTION FEES SCHEDULE

Air Tickets- All Types	Unit Price (excl VAT)	Unit Price (incl VAT) Year - 1	Unit Price (incl VAT) Year - 2	Unit Price (incl VAT) Year - 3	Unit Price (incl VAT) Year - 4	Unit Price (incl VAT) Year - 5	TOTAL Price (incl VAT)
Domestic- Transactional Fee							
International- Transactional Fee							

Accommodation	Unit Price (excl VAT)	Unit Price (incl VAT) Year - 1	Unit Price (incl VAT) Year - 2	Unit Price (incl VAT) Year - 3	Unit Price (incl VAT) Year - 4	Unit Price (incl VAT) Year - 5	TOTAL Price (incl VAT)
Domestic- Transactional Fee							
International- Transactional Fee							

Car Hire	Unit Price (excl VAT)	Unit Price (incl VAT) Year - 1	Unit Price (incl VAT) Year - 2	Unit Price (incl VAT) Year - 3	Unit Price (incl VAT) Year - 4	Unit Price (incl VAT) Year - 5	TOTAL Price (incl VAT)
Domestic- Transactional Fee							
International- Transactional Fee							

Additional Services	Unit Price (excl VAT)	Unit Price (incl VAT) Year - 1	Unit Price (incl VAT) Year - 2	Unit Price (incl VAT) Year - 3	Unit Price (incl VAT) Year - 4	Unit Price (incl VAT) Year - 5	TOTAL Price (incl VAT)
Airport Parking booking							
Transfers/Shuttle – Domestic							
Transfers/Shuttle – International							
Rail booking							
Bus booking							
Conferences/ Events							
No Show Fees							
Travel Insurance							
Visa Assistance (Provision of documents and advice)							
Courier services for travel documentation (visa & passports)							
SMS Notifications (notification for each booking)							
Online booking							
Other (specify)							
Other (specify)							

Service Category	Estimate number of transactions per annum	Transactional Fee	Total
Air Travel- Domestic	268		
Air travel- International	30		
Accommodation - Domestic	400		
Accommodation -International	30		
Car Hire	340		
Railway /Bus / Ferry bookings	4		
Transfer & Shuttle Services	25		
Changes to bookings	6		
Conferences/ Events	30		
After Hours	25		
Travel Insurance	15		
SUB TOTAL			
VAT			
TOTAL			

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