



**Bid Number NRF/TMC GP-EC/66/2024-25**

**BID TITLE:**

**APPOINTMENT OF TRAVEL MANAGEMENT COMPANIES (TMCs) TO PROVIDE COMPREHENSIVE TRAVEL MANAGEMENT SERVICES AND CONFERENCING TO THE NATIONAL RESEARCH FOUNDATION (GAUTENG AND EASTERN CAPE BUSINESS UNITS) FOR A PERIOD OF FIVE (5) YEARS.**

**ADDENDUM NO.1**

**ADDENDUM TO BID DOCUMENT**

This Addendum is to be read in conjunction with and shall be deemed to form part of the Bid Document.

This Addendum consists of the following Parts:

**PART 1:**

Amendment to Bid Document as issued on 04 December 2024.

**PART 1**

**1.1 Second compulsory briefing session**

A **second** online compulsory briefing session will be held.

Date: 23 January 2025 at 11:00 AM

Zoom link:

<https://zoom.us/j/95379414220?pwd=RQllwsGS2rb9HAtqd4GbaUaZO3bo1y.1>

**NB: Bidders who attended the first compulsory briefing session are not required to attend the second compulsory briefing session.**

## 1.2 Extension of closing date

The closing date has been extended to 06 February 2025 at 11:00am.

Tenderers are advised to ignore the closing date indicated on page 2 of 76 of the tender documents.

## 1.3 THE FOLLOWING CONSTITUTE A CHANGE TO THE BID DOCUMENT

Page number	Current on the bid document	Corrections on the bid document
12	“TMCs must have the Balance Scorecard Professional for Travel Agent’s Certification (this is an IATA requirement), especially as the NRF makes use of virtual payment options for through payments with travel management companies to minimise non-compliance and ensure efficient and prompt service delivery. TMCs must submit and maintain valid Balance Scorecard Professional for Travel Agent’s Certification for the duration of the contract.”	“TMCs must have the Billing Settlement Plan (this is an IATA requirement), especially as the NRF makes use of virtual payment options for through payments with travel management companies to minimise non-compliance and ensure efficient and prompt service delivery. TMCs must submit and maintain valid Billing Settlement Plan for the duration of the contract.”
24	<b>Bid selection</b> “Bidders must submit their valid Balance Scorecard Professional for travel agent’s certification as required by IATA.”	“Bidders must submit their valid Billing Settlement Plan as required by IATA.”
24	“Detailed Balance Scorecard Professional (BSP) results demonstrating the bidder has met the minimum professional requirements of a travel management company.”	Deleted no longer a requirement.

**National Research Foundation**

**PO Box 2600**

**Pretoria**

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**ADDENDUM NO. 1**

I \_\_\_\_\_

Representing Messrs \_\_\_\_\_

Hereby acknowledge that I have received the above Addendum and that I am conversant with the contents thereof.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

This Addendum is to be read in conjunction with and shall be deemed to form part of the Contract Documents.

You must therefore acknowledge receipt of this addendum by emailing this form to the National Research Foundation at **bids@nrf.ac.za**.

**If the acknowledgement is not received back, it will be assumed that the bidder has read with understanding the context of this addendum**