

Functional/Technical Evaluation Form

BID Name: TRAVEL MANAGEMENT SERVICES FOR THE ZA DOMAIN NAME AUTHORITY

Name of the Company: _____

Name of the evaluator: The Evaluation Team (Consolidated), Technical Services

Date of Evaluation: _____

Item	<u>Evaluation Criteria</u>	<u>Points</u>	<u>Scoring</u>
<u>1</u>	Bidders Resource Capability: Bidder's proposal must indicate their level of expertise and knowledge Reference letters - 5 SERVICE REQUIREMENTS- • Reservations- 5 • Air Travel, Car Rental and Shuttle Services- 5 • After Hours and Emergency Services- 5	20	
<u>2</u>	Bidders must submit A strategic Methodology for travel services. Modules required. • COMMUNICATION- 5 • FINANCIAL MANAGEMENT- 5 • TECHNOLOGY, MANAGEMENT INFORMATION, AND REPORTING- 5 • ACCOUNT MANAGEMENT AND COST MANAGEMENT - 5 • QUARTERLY AND ANNUAL TRAVEL REVIEWS- 5	25	
<u>3.</u>	VALUE-ADDED SERVICES • Destination information for regional and international destinations. - 5 • Electronic voucher retrieval via web and smartphones; SMS notifications for travel confirmations; Travel audits;- 5 • Global and domestic Travel Risk Management;(updates on pandemics)- 5 • VIP services for Executives include, but are not limited to, check-in support. - 5	20	
<u>4</u>	Bidders 's Experience • Bidder's proposal must indicate their level of expertise and knowledge in number of years. • 1-5 Years 2 • 6-10years 3 • More than 10 5	5	
<u>5.</u>	Pricing PRICING MODEL- 10 ZADNA requires bidders to propose two pricing models: the transactional fee model and the management fee model. ZADNA will, at its discretion, select the best possible cost-effective option	30	

	Transaction Fees-10 The transaction fee must be a fixed amount per service. The fee must be linked to the cost of delivering the service, not a percentage of the value or cost of the service provided by third-party service providers. Volume Driven Incentives- 10 Bidders need to note the following when determining the pricing: Where possible, the National Treasury has negotiated non-commissionable fares and rates with various airline carriers and other service providers. An open book policy will apply, and commissions and discounts earned through ZADNA's volumes will be reimbursed to ZADNA. TMCs are to book these negotiated rates or the best available fare, whichever is most cost-effective for the institution.		
	<u>Total</u>		

Remarks:

Evaluator Signature:

Date: