

## **Request for Proposals (RFP)**

### **The Provision of Travel Management Services to the CSIR for a period of Five (5) years**

**RFP No. 3569.1/18/10/2023**

<b>Bidders' Question</b>	<b>CSIR Response</b>
<p>You mention is the document that form of payment is 30 days bill back, do you have a lodge card in place that we could use for air tickets only then all other transactions can go onto the 30 days</p>	<p>The CSIR has a lodge card dedicated only to flights and the rest of the payments are managed through the 30-day billback account with the exclusion of car rental payments. The car rental payments are directly to the car rental service providers.</p>
<p>Please may we pose the question if the CSIR is open to setting up a Travel Lodge card?</p>	<p>The CSIR has a lodge card dedicated only to flights and the rest of the payments are managed through the 30-day billback account with the exclusion of car rental payments. The car rental payments are directly to the car rental service providers.</p>
<p>The second concern is with the references; even though we in good standing l with our present client, we still take a very long time to get the references in the precise form that CSIR demands. We do have the letters that are stemmed and on each client's letterhead, but when we ask clients to provide references in a different way, they may take a while to respond, perhaps because they are aware that any company wishing to confirm our cooperation can contact them. They are undoubtedly reachable as references, but they are not enthusiastic about providing them. We respond to quite a few RFPs, making it labor intensive to continually ask for letters in various formats. Would you kindly allow us</p>	<p>Bidders must refer to Point 1.2, Annexure B - Technical Evaluation Matrix regarding the reference criteria and scoring legend.</p>

<b>Bidders' Question</b>	<b>CSIR Response</b>
to submit the letters we have as opposed to the format you requesting? or will we get disqualified?	
Referencing 1 <sup>st</sup> paragraph, please see below and kindly verify with the changes between old and new document	Bidders must only consider and respond to the requirements of tender number 3569.1/18/10/2023 published on Wednesday, 27 September 2023