



CRICKET SOUTH AFRICA

INVITATION TO BID

BID DESCRIPTION: APPOINTMENT OF THE TRAVEL MANAGEMENT COMPANY FOR THE CSA IN HOUSE TRAVEL OPERATION – 3 YEARS.

BID NO: CSA/01/2023/24

Cricket South Africa ("CSA") is the national governing body for the sport of cricket in South Africa. It administers all aspects of South African cricket, men and women, both in the professional and amateur spheres.

NATURE OF SERVICE REQUIRED

CSA would like to invite suitably qualified travel management company to make travel arrangements for Cricket South Africa Head Office in Melrose Estate and COE on International Travel and the company should have at least 12 years' experience.

- Travel management services that are consistent and reliable; especially considering that cricket happens at the weekend and its imperative that consultants are available for changes.
- Maintain a high level of traveller satisfaction in accordance with the service level agreement.
- Achieve cost savings without the degradation in the services;
- Provide management information by way of a monthly TMR;
- Make reservations in accordance with the CSA's Travel Policy;
- Utilize the supplier contracts negotiated by the CSA's office (accommodation and flights);
- Provide support to manage Travellers risk.

PAYMENT, OBTAINING OF BID DOCUMENTS AND DEADLINE

Bid documents can only be obtained on presentation of proof of payment to sindisilen@cricket.co.za

- **Non- Refundable deposit is payable for the bid document:** R 1 150 (Incl. Vat), One thousand and fifty Rands only. Payable through EFT on the Following Banking Details:

Bank: Standard Bank

Branch: 004305

Account No: 001640267

Ref: CSA/01/2023/24

- **Obtaining of Bid Documents:** provide proof of payment to sindisilen@cricket.co.za before or by Friday, 19 May 2023 at 16:00
- **Compulsory Briefing Session Date:** Thursday, 18 May 2023 at 11:00 (via MS Teams)
- **Closing Date for Questions:** Monday, 22 May 2023 at 14:00
- **Closing Date and Time for Bid Submissions:** Thursday, 01 June 2023 at 12:00. The proposal must be emailed to sindisilen@cricket.co.za

NB: *It is the bidder's responsibility to ensure that all parts of the bid submission have been delivered by the closing date and time.*

CONTACT DETAILS

All Enquiries: Ms Sindisile Nyandeni, email: sindisilen@cricket.co.za