ANNEXURE A

TRAVEL MANAGEMENT PRICING SCHEDULE

1. PRICING SCHEDULE & FEE STRUCTURE

A travel request fee refers strictly to a completed booking transaction resulting in confirmed ticket or reservation. Automated or incomplete system-generated requests shall not constitute chargeable transactions. The following will not be charged separately:

- Quote preparation
- Cancellations prior to ticketing
- Amendment within the same ticket
- Failed bookings
- System- generated travel request

All pricing must be fully inclusive and transparent. No additional administrative or hidden fees will be permitted. The pricing model must be transparent, with fixed transaction fees per service type.

1.1. Transaction Fees

Service Type	**Fixed fee (ZAR) per transaction**
Domestic Air Travel	
International Air Ticketing	
Accommodation booking	
Car Rental Booking	
Shuttle Services	
Visa Assistance	
After hours Support	
Travel claim (per travel claim if separate from request)	
Other #1 (please describe)	

Other #2 (please describe)	
Other #n (please describe)	

A Transaction Fee applies per service type per trip. For example, a single trip containing a flight and a hotel booking will incur two transaction fees: one Domestic Air fee and one Accommodation fee. No separate Booking or Request fee will be charged.

1.2. Management Fee

- Fixed annual management fee payable in monthly instalments.
- Covers reporting, support, and technology maintenance.

1.3. Integration cost (once off)

- This covers the integration for the ERP, i.e. cash advance posting, travel claim / report posting and setting up the bulk upload for credit card transactions.

1.4. Volume-Based Incentives

- Any supplier commissions and rebates must be passed to DBSA.
- Open-book policy for all transactions