DBSA
DEVELOPMENT BANK OF SOUTHERN AFRICA
*Building Africa's Prosperity*

# RFP129/2026_QUESTION AND ANSWERS_ APPOINTMENT OF SUITABLE SERVICE PROVIDER(TMC) TO PROVIDE SEAMLESS, COST-EFFECTIVE, AND POLICY-COMPLIANT TRAVEL MANAGEMENT SOLUTIONS FOR DBSA FOR THE PERIOD OF FIVE YEAR

## QUESTIONS AND ANSWERS

| No | DBSA RFP129/2026 - Clarification Questions | DBSA Response |
|---|---|---|
| 1. | What is the expected number of active users across travellers, expense submitters, and approvers? | The Terms of Reference do not specify a fixed number of active users across travellers, expense submitters, approvers and administrators.<br><br>The proposed solution must be scalable and capable of supporting the DBSA traveller population, users submitting travel requests and expense claims, as well as the relevant approvers and administrators throughout the five-year contract period.<br><br>It should be capable of accommodating changes in user volumes and organizational requirements throughout the contract period without requiring material system redesign<br><br>Bidders should therefore base their proposals on the functional, integration and scalability requirements specified in the Terms of Reference and indicate any applicable user or transaction-volume limitations, licensing assumptions or additional costs in their financial proposal. |
| 2 | Who is the current lodge card/card provider and issuer (e.g. Amex, Diners, or another provider)? | The requirement is outcome-based rather than product-specific, and therefore no particular card provider or issuer has been prescribed.<br><br>DBSA currently intends to transition from the existing Lodge Card arrangement to a Virtual Credit Card (VCC) solution as the primary payment method.<br><br>Bidders should describe their proposed VCC/payment solution, including the relevant functionality, integration capability, security controls and implementation arrangements.<br><br>The proposed solution should support future enhancements and changes in payment technologies should these become necessary during the contract term. |



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| 3 | Is there a target budget or pricing cap for the expense management component of the RFP? | No minimum spend requirement, target budget, or pricing cap has been prescribed for the expense management component.<br><br>Expense management forms part of the overall Travel and Expense Management solution required under the Terms of Reference. Bidders should therefore include all costs associated with providing the required functionality in their financial proposal, in accordance with the prescribed pricing schedule.<br><br>Where the proposed solution includes separate licensing, implementation, integration, support, maintenance, transaction or user-based charges, escalations, renewal charges or volume-based pricing adjustments during the contracting period, these must be clearly identified in the bidder's financial proposal |
| 4 | Which of the following optional components will be required: | |
| 4.1 | ○ Card feeder | The solution must support the processing and integration of corporate/VCC transaction data required for financial reconciliation, reporting and the applicable DBSA financial processes.<br><br>The Terms of Reference require the proposed solution to support the relevant corporate card/VCC functionality and provide the required transaction data for integration with DBSA's financial environment.<br><br>The requirement is outcome-based rather than product-specific. Bidders are expected to propose a solution that meets the requirements of the Terms of Reference and supports the required transaction processing, reconciliation, and integration outcomes.<br><br>Bidders should therefore describe how their proposed solution will receive, process and provide the required card/VCC transaction data, including the proposed integration method and any associated costs |
| 4.2 | ○ Additional bank connection | No minimum requirement has been prescribed for an additional banking connection as a standalone mandatory component.<br><br>The proposed solution must, however, provide the payment and integration functionality required to support DBSA's current and future payment operating requirements.<br><br>Where a bidder's proposed solution requires an additional banking connection, interface or integration to deliver the required functionality, the bidder must clearly describe the |



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| | | requirement, proposed approach, dependencies and associated costs in its technical and financial proposal |
| 4.3 | ○ Data API/MCP | Bidders are expected to propose appropriate integration architecture that meets the requirements of the Terms of Reference. No specific API or MCP architecture has been prescribed as a mandatory component.<br><br>The proposed solution must, however, provide the integration capabilities required by the Terms of Reference, including integration with DBSA's ERP/financial environment and the required exchange of employee, travel, expenses, financial and other relevant data.<br><br>Bidders should describe the APIs, interfaces, data exchange mechanisms and integration capabilities available within their proposed solution and identify any dependencies, limitations or additional costs. |

**NOTED BY:**

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