# BILL OF QUANTITIES

| Air Ticket, Accommodation, Car Rental, Conferencing/ Workshops/ Seminars, Additional / Support Services (Insurance, Visas, Shuttle, Transfer Services) | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Item** | **Description** | | | | | | **Agency Percentage of the Total Invoice (%)** |
| **1.** | **Charges Services** | **Administration Fees ( R )** | **After Hours Fee ( R )** | **Booking Amendments Fees ( R )** | **Cancellation Fees ( R )** | **Subtotal** | |
| 1.1 | Domestic | | | | | | |
| 1.2 | International | | | | | | |
| **SUB TOTAL FEES FOR 36 MONTHS** | | | | | | | **TOTAL PERCENTAGE FOR 36 MONTHS** |
| **VAT @ 15%** | | | | | | | |
| **TOTAL FEES FOR 36 MONTHS** | | | | | | | |

## NB: TOTAL FEES TO BE FORWARDED TO FORM C 1.1 (FORM OF OFFER)

- **Bidders are required to indicate rate for providing the concierge service only based on the total cost for all activities and expenses under administration costs.**
- **Bidders are required to furnish a fixed percentage that will be claimed on the total invoice cost.**
- **Please provide a detailed discount plan if any.**
- **Please quote on Transaction per service as indicated on pricing schedule above.**
- **The rates quoted should be firm for the full period of contract.**
- **Bidders are required to complete rates for after hours, booking amendments and cancellation fees if any. It should be noted that these fees do not relate to third party fees but those of the booking agent.**