ANNEXURE C

1. HOTELS ACCOMMODATION LETTERS REQUIRED

1.1. Letters of good Financial Standing from 4 (four) accommodation suppliers that are based at least in 4 different provinces which confirms that the bidder has bill back/ or credit facility with the travel suppliers. (Supported proof of the list of footprint for hotels.

- These letters must have the following information:
  - ✓ Name of the supplier;
  - ✓ Contact person;
  - ✓ Contact numbers.
  - ✓ Email address;
  - ✓ Confirmation that the bidder has bill back accounts /or credit facilities;
  - ✓ Attach list of footprint for hotels;
  - ✓ Rank;
  - ✓ Signed by authorised official;
  - ✓ Date.

2. CAR HIRE COMPANIES LETTERS REQUIRED

2.1. Letters of good financial standing from 2 (two) car hire suppliers that are based at least in 4 different provinces which confirm that the bidder has bill back accounts with the travel suppliers (Supported proof of the list of footprint for car rentals).

- These letters must have the following information:
  - ✓ Name of the supplier;
  - ✓ Contact person;
  - ✓ Contact numbers;
  - ✓ Email address;
  - ✓ Confirmation that the bidder has bill back accounts /or credit facilities;
  - ✓ Attach list of footprint for car rentals;
  - ✓ Rank;
  - ✓ Signed by authorised official;
  - ✓ Date.

NB: The Travel suppliers used by the Travel Agency must be willing to comply fully with SASSA travel processes and Travel Management Policy.