



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

ANNEXURE A



*[paying the right social grant, to the right person,
at the right time and place. N/AALOI]*

South African Social Security Agency
Head Office

SASSA House • 601 Pretorius Building, Cnr Beatrix & Pretorius Street
Pretoria 0001

Name of client / organization where contract is being executed/was executed	Contract period (indicate start and end dates) e.g. 1 April 2016 to 31 March 2019	Is the service provided onsite or offsite (please indicate accordingly)	Nature of services provided (air travel, accommodation, shuttle, car hire, conference, airport parking, bus, train services and all related services)	Name and telephone numbers of Travel Contract Manager	Transactions Processed per annum	Value of the Contract per annum	Scope of Work (Domestic, Regional International)	Reason for Contract Termination

NB: SASSA has the right to confirm the details captured in this table. Any misrepresentation of information shall result in disqualifying the bid proposal. The experience listed on this template shall be used to determine whether bidders meet special condition number F.



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ANNEXURE B



*paying the right social grant, to the right person,
at the right time and place. Njalo!*

South African Social Security Agency
Head Office

SASSA House - CD1 Probnex Building (nr Beatrix & Pretorius Street)
P.O. Box 18760, Sandton, 2008

ANNEXURE B

FLOW CHART FOR PROCESSING OF TRAVEL REQUEST (NORMAL BOOKING WITHIN OFFICIAL HOURS)

