



ADDENDUM NO. 01

TENDER NOTICE

Appointment of a Travel Management Company to provide Travel Management Services to Air Traffic and Navigation Services (ATNS) for a period of five (5) years on an as and when required basis

Tender Number: ATNS/RFP03/09/2026/27/BS-TRAVEL MANAGEMENT-Re-Ad

Issue Date of Addendum: 14 October 2026

1. PURPOSE OF THE ADDENDUM

This Addendum is issued to inform all prospective bidders of amendments to the pricing documentation relating to the following Request for Proposal (RFP):

Appointment of a Travel Management Company to provide Travel Management Services to Air Traffic and Navigation Services (ATNS) for a period of five (5) years on an as and when required basis

The tender was re-advertised on the ATNS website and National Treasury e-Tender Portal on **22 September 2026**.

2. AMENDMENTS

ATNS hereby notifies all prospective bidders of the following amendments and additions to the tender documentation:

2.1 Addition to the Pricing Schedule

Volume 1C A - Transactional Pricing	
1	Bill Back Fee Invoice Processing Fee Manual Upload Fee Online Booking System Cost Per Traveler
2	Revised Pricing Schedule – Volume 1C is uploaded

2.2 Omission to the Pricing Schedule

Management Fee %	
1	Management Fee has been omitted from the Pricing Schedule: Annexure A - Transactional Pricing, as well as from the Price Declaration.



3. IMPORTANT NOTICE

This Addendum forms an integral part of the tender documentation and must be read in conjunction with all other tender documents issued for this RFP.

Bidders must use the revised Pricing Schedule provided when preparing and submitting their bids.

All other tender conditions, specifications, evaluation criteria, and requirements remain unchanged and continue to apply.

Bidders are encouraged to regularly monitor the ATNS website and National Treasury e-Tender Portal for any further communications relating to this tender.

Issued by:

Air Traffic and Navigation Services SOC Limited (ATNS) Supply Chain Management

Date: 14 October 2026