

SERVICE PROVIDER AGREEMENT



Waterberg
District Municipality

on the Go for Growth

WATERBERG DISTRICT MUNICIPALITY

Entered into by:

The Waterberg District Municipality
(‘the Client’)

And

Batsumi Travel Agency
(‘The Service Provider’)

In respect of the Provision of Travel Agency .

Preamble: Waterberg District Municipality has identified the need for provision of travelling Agency and appointed service provider on Batsumi Travel Agency (PTY) LTD, REG NO:2004/062635/07 to render the service on its behalf .

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Whereas: Waterberg District Municipality appointed Batsumi Travel Agency (PTY) LTD to provide the Travel Agency on its behalf and the Service Provider then expressed its intention to provide the Waterberg District Municipality with the Provision of the Travel Agency and accepted the offer .

It is therefore agreed as follows:

1. Interpretation

The headings of the paragraphs in this Agreement are for the purposes of reference only and shall not be used in the interpretation of this Agreement. In this Agreement, unless a contrary intention clearly appears:

- 1.1. the singular includes the plural and vice versa;
- 1.2. the following terms shall have the meanings assigned to them hereunder and cognate expressions shall have corresponding meanings, namely :
 - 1.2.1. **'business day'** means any working day, excluding Saturdays, Sundays and public holidays;
 - 1.2.2. **'Client'** means the Waterberg District Municipality;
 - 1.2.3. **'commencement date'** means the date on which the parties commenced with the performance of their obligations, namely **date of signature of service level agreement ;**
 - 1.2.4. **'contract price'** means the total amount of fees that will be charged by the Service Provider, including disbursements and VAT, for the performance of the services in terms of this Agreement;
 - 1.2.5. **'key result'** means an indicator or yardstick in terms of which the Service Provider's successful performance of its obligations may be gauged;

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- 1.2.6. **'methodology'** means the professional expertise and the system of methods required by the Service Provider to perform the obligations set out in terms of this Agreement;
- 1.2.7. **'prime rate'** means the variable interest rate as charged and calculated by the Service Provider's bankers from time to time;
- 1.2.8. **'project'** means the services to be performed by the Service Provider in terms of the Tender and the corresponding obligations to be fulfilled by the Client (provision of the travel agency);
- 1.2.9. **'project plan'** means the strategy prepared by the parties for the successful completion of the Project submit within a reasonable time, prior to commencement of project;
- 1.2.10. **'Remuneration schedule'** means the details of remuneration.
- 1.2.11. **'Service Provider'** means **Batsumi Travel Agency (pty) Ltd Company registered in terms of the Companies Act of South Africa REG NO: 2014/062635/07 ..**
- 1.2.12. **'services'** refers to the professional work to be performed by the Service Provider in terms of this Agreement, as per page 5;
- 1.3. figures are referred to in numerals and in letters and if there is any conflict between the two then the letters shall prevail; and,
- 1.4. expressions defined in this Agreement shall bear the same meanings in schedules or annexures to this Agreement, which do not themselves, contain their own definitions.

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2. Appointment and Duration

- 2.1. The Client hereby appoints the Service Provider to carry out the services detailed in Paragraph 6 of this Agreement in terms and conditions set out herein.
- 2.2. The Service Provider will commence upon date of signature of service level agreement and complete on the 01 February 2018 .

3. Team

- 3.1. The team members that will be involved in the project must be as according to the proposal and where a team member resigns or leave the institution the client must be informed. Refer to the attached annexure "marked annexure A"
- 3.2. In case where one of the team members mentioned in the proposal leaves an institution, the company must replace such a member with a member equivalent (in terms of the rank, qualification and the experience) or more.

4. Shareholders

- 4.1 In case where the shareholdings or board members of the appointed company changes during the year, the client must be informed of such changes.

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5. Extent of terms and conditions

5.1. This Agreement consists of the terms and conditions set out in the documentation listed as follows:

5.1.1. The Service Provider's business plan (Schedule 1); referred to as "annexure B"

5.1.2. Letter of appointment (Schedule 2) referred to as "annexure C"; a

5.1.3. The National Treasury General Conditions of Contract, referred to as "annexure D"

5.1.4. Tender document as "annexure E"

5.2. In the event of conflict between the provisions of any of the aforesaid documentation and this Agreement, the provisions of this Agreement shall prevail.

5.3. Any additional work which is not part of the initial agreement will have to be requested in writing and approval be given prior to work done.

6. Scope of Services:

6.1.1. All the travel arrangements for the client's personal including both the international and domestic flights, sea or ocean mode of transport.

6.1.2. Car rental, van rental, truck rental, shuttle rental and every other mode of transport including sea travel.

6.1.3. Reservation & Booking for conferences, workshops and any other events organised by or the client.

6.1.3. Securing of all venues the client may want to use for conferences, entertainment, training, workshops and others from time to time.

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7. Deliverables

7.1 Provision of Travel Agency to the Waterberg District Municipality as per the scope of work contained in the appointment letter marked annexure "C" .

8. Price

8.1 The contract price in respect of the Tender shall be the amount contained in the service Provider's fees structures including mentioned below VAT inclusive.

- (a) 6% = Flight bookings (Domestic)
- (b) 7 % =Flight bookings (International)
- (c) 8% = Accommodation booking (Domestic)
- (d) 8 % = Accommodation Booking (International)
- (e) 8 % = Conference Facility
- (f) 8% Both the car and truck hire
- (g) 8 % Shuttle Service

8.2 Service Level Agreement Conditions:

8.2.1 Strict adherence to the Waterberg District Municipality Subsistence & Travelling Policy enforced and penalties for non- compliance by Batsumi Travel (Pty) Ltd with the Waterberg District Municipality Subsistence & Travel is included in the service level agreement between 2%-25%.

8.2.2 Conference facilities will only be booked through Batsumi Travel (Pty)Ltd in exceptional circumstances after approval obtained from the Accounting Officer (Municipal Manager).

8.2.3 .Two of the Batsumi Travel Agency (Pty) Ltd 's outstanding employees be put as projects managers for the Waterberg District Municipality Account.

NB: Batsumi Travel Agency (Pty) Ltd appointment is subject to an annual increment of 6%.

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9. Obligations of the Service Provider and submission of monthly reports

- 9.1. The aforesated services shall be rendered diligently and to the reasonable standard and expectations as required by the Client.
- 9.2. The service provider is required to submit written progress reports at the end of each quarter to the Supply Chain Management Unit (SCMU) and the Project Manager until the project is fully completed.
- 9.3. The Service Provider shall submit- the close up report at the end of every financial year .
- 9.4. The Service Provider shall conduct employee satisfaction assessment questionnaires and compile a report on their findings on half year basis .
- 9.5. The Service Provider shall prepare a questionnaire to give to employee half yearly on the level of service provided from the agency .
- 9.6. The Service Provider shall submit the database list of all the preferred accommodation establishments in South Africa within 1 month (one month) after appointment .
- 9.7. The turnaround time for processing a quotation after receipt of a request shall be three (03) hours for emergencies
- 9.8. The turnaround time for processing a quotation after receipt of request shall be three (3)hours and thirty Minutes (30) for normal circumstances .

10. PARTIES REPRESENTATIVE :

- 10.1. The service provider appoints **Mrs LM Sebogodi** in her personal capacity as the Director of Batsumi Travel Agency as the project manager and key point

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of contact and liaison for all matters relating to the project by and between the Service Provider and the Client.

- 10.2. The Client appoints **Mr Tebogo Stanley Manaka** in his capacity as the Divisional Manager Legal & ADMIN of Waterberg District Municipality as the project manager and key point of contact and liaison for all matters relating to the project by and between the Service Provider and the Client.

11. Obligations of the Client

- 11.1. The Client shall ensure that the Service Provider has reasonable access to and the support of whatever information or personnel, respectively, may be necessary for the Service Provider to fulfil its obligations .

12. Remuneration

11.1. The client hereby agrees to remunerate the Service Provider strictly in accordance with the provision of schedule 1.

11.2. If the Client defaults or falls into arrears with any payment then the Service Provider reserve its right to claim payment of interest at the prime rate calculated from 30(thirty) days after the payment has become due to the actual date of payment .

13. Penalty Clause :

12.1. The Client shall be imposed on the following cases –

12.1.1. Late submission of the monthly reports

12.1.2. Poor Service

12.3. None respond and or delaying to respond to client's calls or requests.

14. Retention

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- 12.1 There shall be no retention.

15. Variations and cancellations

- 15.1. No agreement varying to, deleting from or cancelling this agreement shall be of force or legal effect unless reduced in writing and signed by or on behalf of the parties.

16. Limitation of liability

- 16.1. The Service Provider hereby protects and secures the Client against all legal liability with regard to any claims that may arise as a result of a breach of contract or negligence on the part of the Service Provider in respect of its obligations in terms of this Agreement.
- 16.2. The maximum liability of the Service Provider in respect of the aforesaid claims shall be limited to the aggregate of fees that have accrued to the Service Provider for the obligations that form the subject of the breach of contract or negligence as at the time that the cause of action arose.

17. Amicable Settlement

- 17.1. If any dispute arises in terms of this contract, either party may give five (5) days written notice to the other of such dispute, whereupon the parties shall meet promptly and in good faith attempt to reach an amicable settlement.

18. Disputes

- 18.1. In the event that a dispute arises between the Client and the Service Provider it shall be referred to mediation within 5 (five) business days of either party declaring such a dispute. In this regard:

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18.1.1. A mediator shall be appointed by the parties, alternatively by the chair of the Attorneys Association in the Province where the dispute arose, to preside over the mediation; and,

18.1.2. The parties shall seek ways and means to resolve the dispute in the most expedient manner.

18.2. Should the dispute not be resolved within 10 (ten) business days of the commencement of mediation it shall be referred to arbitration. Accordingly :

18.2.1. An arbitrator shall be appointed by the parties, alternatively by the chair of the Arbitration Foundation of South Africa ('AFSA'), to preside over the arbitration; and,

18.2.2. The rules of AFSA shall govern the conduct of the arbitration.

18.3. Nothing in this paragraph shall prevent either party from approaching the High Court for suitable judicial relief.

19. Breach

19.1. If either party breaches this Agreement or fails to perform any of its obligations, then the other party shall provide written notice, calling upon the first party to rectify its breach within a period of not less than 10 (ten) business days.

19.2. Should the party in breach have failed to rectify the breach within the aforesaid time period, the other party may cancel this Agreement and claim recovery of damages.

19.3. The project commences upon date of signature of service level agreement on the 1st February 2015.

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- 19.4. Any request for an extension on timeframe must be done in writing and be approved by the Accounting Officer as an addendum to this agreement or penalties will be imposed on the Service Provider.

The expiry date of the implementation period for this project is the **1st February 2018**.

No extension will be granted for this project without good motivation and any failure to deliver the expected results before or on the specified deadline date will automatically result in penalties to be effected by WDM.

The penalties will be calculated ranging from **2% to 25%** of the total project amount on the discretion of the municipality. Penalty percentage may be above 25% if the offence is severe.

All penalties will be on the discretion of the Accounting Officer.

National Treasury Conditions of Contract will also apply in terms of penalties imposed.

20. Termination

- 20.1. This Agreement may be terminated upon 20 (twenty) business days' written notice, after the terminating party has consulted the other about its intention.
- 20.2. The aforesaid termination shall not prejudice either party's rights in respect of the obligations
- 20.3. already performed or to be performed as at the date of termination.

21. Severability

- 21.1. Any provision of this agreement found or held invalid or unenforceable, such terms shall be severable and the validity of all other terms shall not be affected thereby.

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22. Whole agreement

22.1 This Agreement and its annexures constitutes the whole agreement between the parties unless supplemented by further agreements, which shall be in writing.

23. Domicilium citandi et executandi

23.1. The parties choose as their *domicilia citandi et executandi* the addresses set out hereunder :

23.1.1. Client (waterberg District municipality) :

Office of the Municipal Manager
Waterberg District Municipality
Harry Gwala Street
Modimolle
0510

23.1.1.1. Service Provider :

Batsumi Travel Agency
Glen Village South Shopping Centre
Shop NO:85 1st Floor
Cnr Solomon Mahlangu & Olympus Drive
Faerie Glen Ext 9 Pretoria
Postnet Suite NO:1, Private bag x20009, Garsfontein
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23.2. Either party may change its *domicilium citandi et executandi* by giving written notice to the other, the new address becoming effective at the expiry of 10 (ten) business days from the communication of notification.

24. Amendments and alterations

24.1. No amendments and/or alterations to the terms this Agreement shall be valid or binding unless reduced to in writing and signed by all Parties

25. Confidentiality

25.1 For the purposes of the agreement confidential information means any and all information, including but not limited to, technical, financial, product and commercial information – disclosed in writing or otherwise by the disclosing party to the receiving party, whether disclosed in view of the purpose before or after the date of Agreement and shall be deemed to include all documents and other material (including samples, models and computer software) containing or embodying or based on the confidential information (or part thereof) together with all notes, summaries and other material derived there from and all copies or reproductions of the foregoing. Such Confidential Information shall not include information:

24.1.1 which is generally available to the public, or which will become generally available to the public other than by breach by the Receiving Party of its obligation hereunder;

24.1.2 which was or is already known to the Receiving Party before it had been or will be disclosed by the Disclosing Party, provided that such information may not reasonably be considered by the Receiving Party as confidential;

24.1.3 which the Receiving Party has received or will receive on a non confidential basis from any party (including any third party) which is not in breach an obligation of confidentiality towards the Disclosing Party or any party

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(including any third party), provided that such information may not reasonably be considered by the Receiving Party as confidential; and

24.1.4 which is independently developed by or on behalf of the Receiving Party.

24.2 All Parties shall:

24.2.1 hold the other parties Confidential Information in the strictest confidence;

24.2.2 not make use thereof other than for the performance of its obligations under the Agreement; and

24.2.3 only release such Confidential Information on a "need to know" basis subject thereto that the persons to whom such Confidential Information is released shall undertake to be bound by the confidentiality obligations contained herein.

24.3 No parties shall be entitled to use the name of the other Party in publicity releases or advertising or for other promotional purposes without procuring the prior written approval of the Party concerned.

24.4 The Parties' obligation in terms of this clause will survive the termination of this Agreement including the termination thereof by the effusion of time.

24.5 In the case of a release, announcement or document which is require to be given, made or published by law or under the rules of the JSE Securities Exchange South Africa or any other relevant stock exchange, the Party liable so to give, make or publish the same shall give to the other Party as much advance warning thereof as is reasonable in the circumstances together with drafts or a copy thereof as soon as it is at liberty to do so.

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25. Warrant of Authority

The persons signing this agreement on behalf of the parties warrant their authority to do so.

Signed at **Modimolle** on this 1st day of February 2015.

AS WITNESSES:

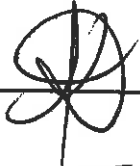

1.  _____ For and on behalf of the Client

2.  _____  _____
MS MABOTJA
WDM Municipal Manager

Signed at **Modimolle** this 1st February 2015 day of 2015.

AS WITNESSES:

1.  _____ For and on behalf of the
Service Provider

2.  _____  _____
Mrs LM SEBODI
DIRECTOR Batsumi Travel Agency
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