

APPOINTMENT OF A CARGO GENERAL SALES AGENT

Air Botswana invites applications from reputable and financially sound firms/companies for their Expression of Interest to be appointed as a Cargo General Sales & Services Agent (GSSA) in **SOUTH AFRICA**. Such firms must meet the following minimum requirements:

S.N.	Criteria	Required Documents
1.	All required documents/business proposals submitted by the applicant should bear the signature of the authorized person with company stamp (seal). Documentation should be in the English language.	Must submit otherwise disqualified
2.	The applicant should be registered with the Concerned country government authority and authorized by the local authority of the country to operate a Cargo Agency. Further, applicant should fulfil conditions for a recognised IATA GSSA to be entered on the Cargo Agency List, pursuant to the Cargo Agency Rules.	Must submit the copies of documents indicating the constitution of legal status, registration documents, and place of registration, IATA accreditation and principal of business otherwise disqualified.
3.	The applicant should commit to undertake the responsibility of providing financial guarantee and any contractual obligation on behalf of airlines to the local authorities against Airway bill guarantee to be given to if needed, in the event of flight operation by Air Botswana to any point in the concerned country. If the Airway bill value exceeds this financial guarantee, the applicant will provide additional separate bank guarantee to airlines which must be counter guaranteed by "A" class commercial bank.	Must submit copy of certified statement otherwise disqualified
4.	The applicant should commit to not represent any other airlines, whilst still contracted to Air Botswana, without securing a written permission from Air Botswana.	Must submit the copy of certified Declaration Statement otherwise disqualified.
5.	The Applicant's Owners / Directors/ Shareholders/ Promoters should not be involved in default/ bankruptcy proceedings or had a financial	Must submit declaration and proof of financial solvency and liquidity otherwise disqualified.

	interest or reposition of management in a defaulted IATA or GSA agency or any other firm/company.	
6.	<p>The applicant should provide a clear business development proposal covering three (3) years, consisting of the following as a minimum:</p> <ol style="list-style-type: none"> 1. Forecast of annual sales – volume and revenue. 2. Marketing Strategy – Advertising, Promotions, Communications and Events. 3. Remuneration expected. 4. Recommended rates for both air & surface cargo. 	Must submit a 3-year Business Development plan otherwise disqualified.
7.	<p>The applicant should have an office situated at a prime business location suited to this line of business and preferably on ground floor and easily accessible to the general public.</p> <p>Office layout should be provided, showing clear visibility of the premises and the whole infrastructure, office operational hours and opportunities for advertising and communication.</p> <p>Further, in case Air Botswana decides to assign its own personnel to the territory, the applicant should commit to provide corporate standard fully furnished office space of at least 200 sq. feet free of charge.</p>	Provide detailed explanation and clear indication in the proposal.

8.	<p>The applicant should provide detailed information on staff qualifications, number of years of experience in cargo business and should demonstrate Dangerous Goods (DG) handling ability. DGR certification is an advantage.</p> <p>Staffing levels: atleast two cargo staff (who have undergone training in basic cargo - IATA/FIATA Basic course as well as in the handling of Dangerous Goods plus expertise in sales and/or service including reservations, AWB issuance, shipment tracing, etc.) and one account administration staff with ability to handle accounting matters with good awareness of local government requirements and familiarity with airline billing and collection procedures.</p>	Provide details for management and staff.
9.	<p>The applicant should have provision of efficient operation of suitable enquiry, reservation and booking offices managed by sufficient staff, displaying the identification of Air Botswana clearly visible to the general public and adequately equipped for the sale of transportation over the counter or by email, telephone and other means.</p>	Must attach photographs of present exterior and interior offices otherwise disqualified.
10.	<p>Proof of prior experience in representing airlines with relevant authorities such as Civil Aviation, Airport Authorities, Tax Authorities, Government agencies and other concerned offices will be an advantage.</p>	Furnish evidence (reference letter from previously represented airlines).
11.	<p>The applicant should provide audited financial statements for the past three years and produce proof of current credit rating.</p>	Submit audited financial statements and current credit rating otherwise disqualified.
12.	<p>The applicant's owners/directors/shareholders/promoters should not have any legal disputes earlier with Air Botswana.</p>	Must submit copy of certified Declaration Statement otherwise disqualified.
13.	<p>The applicant should carry out business promotion/media campaign on its own cost as outlined in the applicant's business plan for Air Botswana. Annual Business Development expenses should be, at least, 25 percent of the commission the applicant receives from Air Botswana.</p>	Must submit the plan and program for business promotion/media campaign along with commitment letter.

14.	The applicant should have experience of at least five years from the date of registration with the government authority of the territory for running a Cargo Agency and should be IATA accredited.	Specify the number of years in travel business and submission of the documentary proof.
15.	The applicant should clearly demonstrate how full coverage of the assigned territory will be achieved (own offices and/or sub-contracting). A company with wider coverage in the assigned territory will have an advantage.	Provide complete details of branches/outlets including complete addresses and telephone information. Photographs of interior and exterior of outlets should be submitted.

Air Botswana reserves the right to reject or accept any application without a s s i g n i n g any reason or cause thereof.

Interested parties may send their application on the following email address: mkgokologa@airbotswana.co.bw not later than **5pm on 15th August 2021**.