



Response to Clarification requests

28 February 2017

Reference no: ITB-02-02/2017 - PROVISION OF TRAVEL MANAGEMENT SERVICES TO UNDP LIBYA on LONG TERM AGREEMENT BASIS (LTA)

Dear Bidders,

Please be advised that there were questions raised and responded by UNDP in connection to the ITB for Provision of Travel Management Services to UNDP Libya on Long Term Agreement (LTA).

Question (Q) & Answers (A):

Q: Regarding section 7 pricelist some of our services mentioned in the technical bid is not mentioned in price list format, are we able to add one column in ticketing issuance fee? Also we need some clarification about final offer highlighted in yellow below?

A: The format shown on the following pages is suggested for use as a guide in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples. The bidder can provide the information and price on the additional services available and offered. Please note that the table includes the information on the actual UNDP Country office requirements.

| S. NO | Ticketing Based Charges and Other Service and Transaction Fees | Discount percentage offered by the bidder to UN | Weightage of each service (A) | Estimates No of tickets to be issued (2017-2018) | Service Fee per ticket charged by Agency to UNDP | Financial Offer (\$) |
|-------|----------------------------------------------------------------|-------------------------------------------------|-------------------------------|--------------------------------------------------|--------------------------------------------------|----------------------|
| A | <u>TICKET ISSUANCE FEES</u> | A1 | A2 | A3 | A4 | $F=(A1*A2*A3*A4)$ |
| 1 | Domestic Flight | 0.00% | 0.61% | 99 | | \$ - |
| 2 | International point to Point flight (to Libya) | 0.00% | 18.38% | 948 | | \$ - |
| 3 | International point to Point flight (to Tunisia) | 0.00% | 73.67% | 2541 | | \$ - |
| 4 | International point to Point flight (to others) | 0.00% | 1.10% | 30 | | \$ - |

| | | | | | | |
|---|--------------------------------------------------------------------------------------------------|-------|-----------------------|------------------------------------------------------|----------|-------------|
| 5 | International Multipoint | 0.00% | 6.25% | 705 | | \$ - |
| - | <u>Total (A)</u> | - | <u>100.00%</u> | 4323 | 0 | \$ - |
| B | <u>Non - Ticket Based Fee and other service Charges</u> | | | Estimates No of services required (2017-2018) | | |
| 1 | Re-issuance/ revalidation service fee of tickets (Int. and Domestic) not issued by travel Agency | | | 20 | | |
| 2 | Cancellation service fee within reporting period (Inti and Domestic) | | | 216 | | |
| 3 | Travel/Medical Insurance (during validity of ticket) | | | 432 | | |
| | Total (B) | | | 668 | 0 | 0 |
| | <u>Grand Total (A +B)</u> | | | | | |

You should provide information in the column A1 (Discount percentage offered by the bidder to UN) and A4 (Service Fee per ticket charged by Agency to UNDP). In the situation the bidder does not offer any discount to UNDP (column A1) and does not charge any fee, than column A1 and A4 shall not be taken into consideration and not carried into the TOTAL (Financial Offer).

Q: Section 7 of the ITB form, please can you clarify how to fill it? As on the financial offer we multiply 4 columns the financial offer is the fifth column I don't understand how the result if there is no service charge?

Say of instance there is a1=0.10 a2 0.61% a3 99 a3 service charge = 0 $f=a1*a2*a3*a5=$ the result is 6.039 the result doesn't make sense also on the table a3 column is repeated twice should the second one be a4???)?

A: You are correct on the numbering the second A3 columns shall be read as A4 (please refer to above table). You should provide information in the column A1 (Discount percentage offered by the bidder to UN) and A4 (Service Fee per ticket charged by Agency to UNDP). In the situation the bidder does not offer any discount to UNDP (column A1) and does not charge any fee, than column A1 and A4 shall not be taken into consideration and not carried into the TOTAL (Financial Offer).

Procurement Unit
UNDP Libya