

**Minutes
of Pre-Proposal Conference for
“Provision of Travel Management Services for the UN Agencies in Tajikistan on long term
basis”
41-2017-RFP-UNDP-CO-LTA**

Place: UNDP Country Office in Tajikistan

Date: 06.06.2017

Time: 15:00 hrs local time

Agenda:

1. Opening of the session
2. Technical criteria of bids
3. Financial criteria of bids
4. Q&A

Request for Proposal for “Provision of Travel Management Services for the UN Agencies in Tajikistan on long term basis” was advertised on 25 May 2017 in local media “Reklamnaya Gazeta” and “Digest Press” newspapers and posted on UNDP country web-site and internationally on UN Global Market and UNDP Procurement Notices websites with the deadline for submission of proposals before 15 June 2017, 17:00 hrs.

According to the advertisement, all interested specialized companies were given a notice on pre-proposal conference arranged on 06 June 2017 from 15:00 to 16:30 hrs, where aims and outcomes of the project as well as procedures and rules to be followed up were defined.

It was also instructed to the Proposers that their proposal would be submitted in envelopes with technical and financial proposals and according to the rules deposited to the designated box or sent to the electronic tenders’ mailbox.

The participants were introduced the general overview of proposals submission, further went through the Instruction to proposers emphasizing each point and documentation requirement stipulated in RFP with detailed explanation of procedures. During the session technical and financial aspects of proposal were highlighted. It was also stated that the level of independency of agencies is very low in Tajikistan since they are not concluding any significant agreements with air-companies and still remaining in the level of sub-agencies. Afterwards the recommendation was done to elaborate the proposals with high accuracy and strongly with RFP requirements.

Re technical part of proposals, the UNDP representative introduced attendees with the structure of technical part which will be considered by the evaluation committee during the process, pointing out to the all possible shortages which may arise. The essentiality of IATA certification as a mandatory criteria in RFP was highlighted. The emphasis was made on documents to be submitted and selection criteria set in the RFP: pass/fail criteria and combined weighted scoring. Those companies who pass the technical proposal and obtain the minimum required score of 465 points will be eligible and pass to the financial evaluation stage. Within the technical evaluation chain, companies will be assessed against the following criteria: years in business and reputation of travel agency, travel agency capability, expertise, personnel competence and work approach, qualification and experience of senior travel expert. This activity also presumes an interview with the nominated senior travel expert.

Further the financial evaluation method by the examples in details on the formula of cumulative scoring calculation was explained. It was additionally noted that UNDP will apply for calculation the formula stated in the Section 7 on page 28 of RFP document and asking the participants disregard default formula stipulated on page 13 of Instruction to proposers.

In regard to “service fee” required for the financial proposal it was noticed that agencies should consider the fee collecting by agency for its service over an airline own fare (not IATA published fare) for the lowest restricted and non-refundable fare as it replacing the previous practice of using a less restricted refundable fare.

Further, the importance of structure of the proposal was stressed. All the interested companies have to ensure the compliance to the documentation requirements: separate envelopes for technical and financial proposals; completeness of all the forms presented in the RFP.

During the session various questions were asked by the representatives of travel agencies as:

Q: What should be mentioned if we don’t have joint partner information?

A: If the company applies as a single entity, there is no need to fill the paragraph – leave N/A.

Q: What kind of documents should be attached according to the Section 5 of the RFP (page 41)?

A: All required documents should be attached according to the paragraph 26 of the Data Sheet. The Section 5 represents a summary sheet of the company that highlights the company profile: companies should indicate the legal name, registration years and number, address, organigram, etc. The company should provide the comprehensive information and fill all the forms presented in RFP. The completeness will affect to the evaluation and scores.

Q: When the interview with the Staff from travel agency be conducted?

A: It is impossible to state an exact date. The exercise will be implemented with the evaluation chain and all the companies will be informed in advance.

Q: What is the certificate of indebtedness?

A: It is the certificate from the serving bank in the official letterhead that proves an indebtedness of the company. Such a certificate should also be provided by the Tax Authorities.

Q: Whose CV should be submitted?

A: The RFP requires submission of the CV of all the personnel that is nominated by the company: Travel Managers and Head of Agency and other involved staff.

Q: Can the companies attend the bid opening session:

A: the public bid opening will be conducted on 16 June 2017, at 14:00 hours local time in UNDP CO premises at 39 Aini Street, 734024, Tajikistan. The representatives of companies that submitted a proposal can attend it.

In the end, attendees were updated that all queries related to the tender must be sent in written at: procurement.tj@undp.org.

At this point pre-proposal conference was completed.

