



Empowered lives.  
Resilient nations.

**BIDDER'S CONFERENCE – MINUTES OF MEETING and Q&A**  
**RFP/UNDP/UN/022/2018**

Assignment Name:

Travel Management Service Provider (LTA)

Date and Time:

13 September 2018 at 1030 hrs (Papua meeting room, Menara Thamrin Building 7th floor)

Closing Date:

1 October 2018 at 1600 hrs (Jakarta Local Time, GMT+7)

---

**TO ALL INTERESTED BIDDERS**

<b>No.</b>	<b>Introduction and Guidance</b>	
<b>Information</b>	Bid Conference was opened with following agenda: 1. Explanation on RFP document – administrative issue (closing date, submission form & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms 5. Q & A (going through all sessions)  <i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP website for any update/amendment to this tender document</i>	
<b>Q&amp;A session is incorporated into the below minutes</b>		
1.	Q	RFP document; Datasheet; Page 22; Point 27 & Technical Evaluation Criteria Page 24 → List of branch offices, what is the criteria?
	A	The criteria of the branch office required is to support the services e.g. ticketing & reservation, distribution of the cash advance for meeting participant in the field and other services as stated in RFP document

		for LTA contract. Bidders can include list of local travel agent by indicating remarks
2.	Q	RFP document; Technical Proposal Evaluation; page 25; Point 2.4 → Reachability of travel agent. Should we establish implant office?
	A	Not necessary, as long the travel agent can provide immediate response in timely manner
3.	Q	TOR; page 34; <b>PART II –TMS SUPPLIED SUPPLEMENTARY SERVICES;</b> please explain what kind of service need for below assignments: a) The TMS Vendor shall assist the UN Agencies in providing services for the delivery of UN Pouch (Diplomatic Valise) (e.g. act as a courier, process custom clearance and arrange shipment) when required. c) point 4 Duty free facility (PP-19) for project goods, office/staff duty free vehicle and personal effects. Assisting* in obtaining PP-19 for project goods within 10 working days. The duty free facility for vehicle through Customs Office should be within 15 working days.
	A	a) this service need personnel with experience with MOFA & Setneg c) this service need personnel with experience with custom/airport handling matters
4.	Q	Section 7 – Financial Proposal page 75; Please explain Meet and Greet arriving service required.
	A	On occasions, the UN may request assistance with this such arrangements may include normal/standard meet and greet at the airport
5.	Q	Section 7 – Financial Proposal page 75; The total fees should not in IDR because the fixed handling for hotel arrangement & cash distribution required in percentage
	A	It is in IDR. The percentage is needed to quote the price from the total actual payment not in getting the score
Amendment to the RFP	1	<b><u>Section 7 – Financial Proposal Form:</u></b> - TICKET ISSUANCE FEES only

Jakarta, 20 September 2018