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**Questions & Answers**  
**RFP/UNDP/UN/022/2018**

Assignment Name:

Travel Management Service Provider (LTA)

Closing Date:

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

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**TO ALL INTERESTED BIDDERS**

1.	Q	For International ticket fixed fee per transaction. Please give us more explanation on word "per-transaction", we afraid that we would have a misperception
	A	It means per ticket issuance
2.	Q	Should we give a single fixed fee for the whole international route? Could we give a proportional fee (based on region or based on value?)
	A	One fixed fee only for international & domestic route
3.	Q	Please provide information on the domestic ticket volume and international ticket volume to enable us set up the fixed fee
	A	Please refer to RFP document Annex 2: UN Agencies Travel Production Report page 60-61
4.	Q	Refer to RFP document Annex 1: Service Level Agreement; Page 58; point 63 Duty free facility (PP19), please explain further
	A	There are 2 kinds of Duty free facilities required: 1) Project goods: e.g: tools, printing material 2) Personal effects: this for international recruited staff e.g: furniture, household, pet The function of the travel agent is to process the pp19 (duty free certification) to the Ministry of State Secretariat by getting additional document information from UNDP

Jakarta, 27 September 2018