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21 January 2019

To: All Interested Companies

From: Ge Yunyan  
Operations Manager

Subject: Amendment to ITB Travel Management Services for UN agencies in China on Long term basis

With reference to the ITB Travel Management Services for UN agencies in China on Long term basis on 11 January 2019, UNDP hereby informs you the following update:

1) In *For Form F: Price Schedule Form*, the definition of **per ticket** for issuing international air ticket refers to *per trip*; for issuing domestic air ticket, it refers to *per segment*.

TABLE 1 MANDATORY SERVICES REQUIREMENT

Ticketing Based Charges and Other Service and Transaction Fees	Weightage for each service (A)	Fixed Fee per ticket (CNY) (B)	Total (A)x(B) (CNY) (C)
<b>1a) TICKET ISSUANCE FEES</b>			
• International Air Ticket	27		
• Domestic Air Ticket	58		
• Rail Ticket (domestic)	12		
<b>1b) NON-TICKET BASED FEES AND OTHER SERVICE CHARGES:</b>			
• Visa processing/assistance fee - per visa	1		
• Airport assistance (meet and greet at airport) – per trip	1		
• Assistance in Hotel Reservation – per individual (not for workshops or bulk bookings)	1		
<b>Total (CNY)</b>			

This amendment notice will also be posted on the website where UNDP has advertised the ITB.

Except the changes mentioned above, all other contents of the ITB remain unchanged.