



Empowered lives.
Resilient nations.

MINUTES of Pre-bid meeting

Tender title: Provision of Travel Management Services to UN Agencies in Kyrgyzstan on Long Term Agreement basis
Tender ref: ITB/19/006
Time: 14:00 local time.
Date: 26 November 2019
Venue: UNDP Conference Room; UN House, 160 Chuy Ave., Bishkek, Kyrgyzstan

Programme

| | |
|---------------|---|
| 14:00 – 14:10 | Registration of pre-bid meeting participants |
| 14:10 – 15:00 | Information on tender process and solicitation document ITB/19/006 on Travel Management Services Mr. Sergo Mikadze, International Travel Consultant Mr. Cholponbek Omuraliev, UNDP Procurement Associate Ms. Nazgul Zakirova, UNDP Procurement Associate |
| 15:00 – 15:20 | Questions and answers |
| 15:20 – 15:30 | Closure of pre-bid meeting |

Ms. Nazgul Zakirova welcomed participants of pre-bid meeting for a tendering process on provision of Travel Management Services to UN Agencies in Kyrgyzstan on Long Term Agreement basis and introduced the following UNDP Team appointed for the pre-bid meeting:

- Mr. Cholponbek Omuraliev, UNDP Procurement Associate;
- Mr. Sergo Mikadze, UNDP International Travel Expert;
- Ms. Nazgul Zakirova, UNDP Procurement Associate

Mr. Sergo Mikadze was invited to the pre-bid meeting in the capacity of International Travel Expert, who is knowledgeable of this tendering process as he contributed much to development of the solicitation documents and Terms of Reference, based on local market research, travel agencies capacity assessment, he made before ITB launch. Now, UNDP office arranged on-line video conference with Mr. Mikadze, so that the participants may directly raise specific questions and receive comprehensive answers.

Ms. Nazgul Zakirova informed that the present international tender is organized by UNDP on behalf of UN Agencies in Kyrgyzstan and will be conducted in line with UNDP procurement rules and procedures and therefore tender requires attention and thorough preparation of bids by all interested participants. The present pre-bid conference is aimed to give information about ITB requirements and UNDP procurement rules and procedures, as well as addressing all those possible questions, the participant might have. The pre-bid Minutes would be distributed to all participants of the pre-bid conference as well as posted on web-sites: www.kg.undp.org; www.ungm.org.

She reminded participants that ITB is launched through e-tender platform and was launched on 15 November 2019 with expected submission deadline is 12 December 2019, 06:00 a.m. New York

time. ITB procurement notice was posted on www.undp.org, www.ungm.org and local newspaper "Vecherniy Bishkek". UNDP arranged direct delivery of solicitation documents to local travel agencies on 15 November 2019 through e-mail.

Mr. Sergo Mikadze welcomed the participants and noticed that representatives of 4 travel agencies were participating in the pre-bid conference.

He further focused on method of procurement process, that it is ITB with pass/fail qualification criteria's and that contract will be awarded to the lowest qualified bidder (no any combined scoring like with RFP procurement method). International consultant went through each qualifications criteria, explaining what type of documents needs to be prepared and submitted.



In addition, two presentations were showed to the participants:

- Видео инструкция по регистрации учетной записи участника торгов
- Видео инструкция по подаче заявки в системе "e-tendering"

Sine current ITB is launched through e-tender platform and all participants are new to this approach, UNDP requested do not submit bid at the last minute, as there might be some technical issues, thus recommended to submit bids well in advance.

The following questions were raised and answers given during/prior of the pre- bid conference:

| # | Questions | Answers |
|----|---|--|
| 1. | Aeroflot -We have X% for itinerary begins from Kyrgyzstan (Bishkek, Oss), Y% for itinerary begins from Russian Federation, Z% for itinerary begins not from KR and RF. | For example: Aeroflot-We have to lead for itinerary which begins from Kyrgyzstan (Bishkek, Osh), the rest should be ignored. |
| 2. | Avia traffic – We have commission only for international itineraries, for domestic flights we don't have any commission and set an Agency SF. | For example: Avia Traffic- Here we have to apply the principle for domestic flights. |
| 3. | Participants informed that Air Manas canceled flights Bishkek-Osh-Bishkek since October 2019. Since Financial Evaluation Criteria has minor % scoring weight for Air Manas. Participants asked if scoring weight will be changed due to unavailability/uncertainty of local flight of Air Manas | Air Manas company notified that company opened sales in ticket distribution system from 5th of December and onwards agents can book and purchase tickets. In a view of above, financial scoring weight in the current bidding won't be changed. |

| This Minutes was prepared by: | Signature | Date |
|--|--|------------|
| Ms. Nazgul Zakirova, UNDP Procurement Associate |  | 26/11/2019 |
| Confirmed by | | |
| Mr. Cholponbek Omuraliev, UNDP Procurement Associate |  | 26/11/2019 |