

Date: 16 October 2014

**Ref: RFP/UNDP/KW/2014/005 - Long Term Agreement for Provision of Travel
Management Services to UNDP in Kuwait**

Clarifications/Questions & Answers – Round 1

Question 1: What is the preferred currency of proposal as the Financial Proposal Form indicates US Dollars while on the Data Sheet it is stated Kuwaiti Dinars ?

Answer 1: This is a typo. The preferred currency of proposal is Kuwaiti Dinars. The Financial Proposal Form has been rectified to read Kuwaiti Dinars (copy attached).



Section 7: Financial Proposal Form¹

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

All fees /rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UNDP General Conditions for Contract.

The below table represents a breakdown of tickets purchased through common Air carriers over 2012 and 2013.

	Air Carrier	Average annual ticket quantity sold in years 2012 and 2013	Weight distributed accordingly to the amount of Annually Sold Tickets
1	Kuwait Airways	47	21.46
2	Royal Jordanian	38	17.35
3	Egypt Air	29	13.24
4	Srilankan Airlines	19	8.68
5	Qatar Airways	13	5.94
6	United Airlines	10	4.57
7	Turkish Airlines	9	4.11
8	Saudi Airlines	9	4.11
9	Etihad Airways	9	4.11
10	British Airways	8	3.65
11	FlyDubai	6	2.74
12	Emirates	6	2.74
13	Jazeera Airways	6	2.74
14	Gulf Air	5	2.28
15	Middle East Airlines	3	1.37
16	Other Airlines	2	0.91
	Total	219	Total Weight (100%)

The format shown on the following below shall be used as a guide in preparing the Financial Proposal. Bidders are expected to insert their service fee (F1) for each of the Air Carriers. UNDP does not expect to pay any fees other than the services fees for each ticket.

¹ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

	Air Carrier	Service fee of the Travel Agency (in KWD)	Weight distributed accordingly to the amount of Annually Sold Tickets	Total Score (F) = (F1) * (F2)
		(F1)	(F2)	
1	Kuwait Airways	0	21.46	0
2	Royal Jordanian	0	17.35	0
3	Egypt Air	0	13.24	0
4	Srilankan Airlines	0	8.68	0
5	Qatar Airways	0	5.94	0
6	United Airlines	0	4.57	0
7	Turkish Airlines	0	4.11	0
8	Saudi Airlines	0	4.11	0
9	Etihad Airways	0	4.11	0
10	British Airways	0	3.65	0
11	FlyDubai	0	2.74	0
12	Emirates	0	2.74	0
13	Jazeera Airways	0	2.74	0
14	Gulf Air	0	2.28	0
15	Middle East Airlines	0	1.37	0
16	Other Airlines	0	0.91	0
			100%	Total KWD 0.00

In addition to above main financial component, the Proposers are requested to provide their service handling fee for the below transactions which may be leveraged by UNDP upon request. The below rates will not be considered during the evaluation stages, however UNDP may include these fees in the Long Term Agreement as a guide.

#	Transaction	Service Fee (KWD)
1	Hotel reservations/accommodation	
2	Ground transportation/car rental	
3	Passport and Visa processing	
4	Travel insurance	
5	Excess baggage	
6	Package tours and promotions for personal travel (to be paid for by passenger)	
7	Privileged check-in services/use of airline lounges facilities	
8	Preferred seating arrangements/upgrades	
9	Emergency services, e.g. sickness, injury, etc.;	
10	Other services (<i>Proposer to specify</i>)	

"Duly authorized to sign the proposal for and on behalf of" _____

(Name of Organisation): _____

Signature/Stamp of Entity/Date: _____

Name of representative: _____

Address: _____

Telephone/Fax: _____

Email: _____