



11 February 2016

Travel Tender – Pre Bid Meeting Minutes

Attendees: Tirnesh Prasad (UNDP)	Vimal Pillay (UNDP)
Rebecca Narayan (UNDP)	Tima Qera (UNDP)
Angela Narayan (Macquarie)	Vinod Mistry (Lodhias Travel)
Sashi Singh (Macquarie)	V. Tadi(Pan Pacific)
Leeyen Lins (Pan Pacific)	Felica Verma (Air Pac)
Chri Dalton (Air Pac)	Darpana Patel (Lodhias Travel)
Radhika Maharaj (One World)	Rajjat Nand (One World)
Chris Luca (one World)	Sean Kamali (Pacific Corporate Travel)
Randeer Cabral (Travel Centre Limited)	Preeti Nand (Pacific Corporate Travel)
S. Udaya (Travel Centre Limited)	Kevin White (Travel Professional) - skype

A. UNDP

Refer Annex 1 for presentation slides.

B. TRAVEL SERVICE PROVIDERS

Discussion Points:

Q1: For Fiji Tender, should the travel agent be based in Fiji and do they have to be IATA Fiji accredited?

A1: Yes, the selected travel agents that will provide travel services to UN agencies under their vicinity need to have established office in Fiji and Solomon. Also IATA accredited, as indicated in tender document. In addition if the travel agent offshore is planning to establish office in Fiji need to propose accordingly in their bids and meet all requirement of Fiji and Solomon Islands.

Q2: How serious is UNDP in considering those agents who have recently being established?

A2: All bidders bid that meet administrative criteria, will be evaluated based on the evaluation criteria as stipulated in the tender document.

Q3: What currency should the bidders bid for other countries?

A3: it should be local currency, if the bidder is local travel agent and for other countries the bidders will bid in USD and UN exchange rate will be used dated 29th February, 2016 as indicated in all 4 tender documents.

Q4: Technical bid: scope of supply – is not quite clear? (Section 2, page 21 of ITB)

A4: Supplementary note will be uploaded to indicate removal of this sub-section 2.1. This will be communicated on the websites as indicated in the tender document.



United Nations Development Programme

Q5: Should provision of visa and passport be included in the proposal?

A5: As indicated in the terms of reference, selected travel agent will be required to provide visa and passport service. This service fee can be provided as an additional service along with financial proposal.

Q6: Is only 1 travel agent be selected or more than 1?

A6: As indicated in my presentation 2 each for Fiji and PNG and 1 each for Samoa and Solomon.

Q7: Who is the travel agency contracted for PNG and Samoa?

A7: Currently there is no Long Term Agreement Vendor, it's on a quotation basis from numerous vendors based on policy.

C. Additional Information

- All requested documents (in particular mandatory documents) should be submitted along with your bids, thus the reason for this pre-bid meeting, we will not be requesting for missing information.
- UN agencies are planning to finalise and award this tender by end of April or early May, 2016.
- For those bidders who are planning to submit hard copy of tender to drop it in the tender box allocated at level 8 UNDP reception and the person submitting the bids need to fill in the bid submission form placed with receptionist.
- Bidders to email Mr. Tirnesh on the email address as indicated on the tender document for tender document if not received.
- Bidders to note travel volume reflected in terms of reference was based on past travel expenditure and it's a basis for bidders to understand UN agencies volume and should not be taken as minimum business, as UN agencies do not guarantee a minimum business.
- Some of the participating UN agencies based in each country are as follows: UNDP, UNICEF, UNFPA, UNWOMEN, UNOCHA, UNISDR, UNHCR, ITC, PFIP, UNCDF, WHO, UNDSS, FAO, UNESCAP, WFP, UNOPS, ADB and others...



United Nations Development Programme

Annex 1



Tender – Travel Management Services for UNDP & Participating UN Agencies – Fiji, Samoa, Solomon and PNG

**Pre-Bid Conference
11th February 2016**

Agenda

- Introduction
- Purpose
- Review of Instructions to bidders
- Content of ITB document
- Examples of ITB Rejection
- Important Dates
- Administrative Requirements
- Notes
- Questions and Answers

INTRODUCTION

A. Sign-in Sheet

- All attendees must sign-in

B. Lines of Communication during the bid period

- Queries relating to administrative requirements/bid submission – Tirnesh Prasad (procurement.fj@undp.org)
- Queries on technical aspects of the Travel Management Services/TOR – Tirnesh Prasad (procurement.fj@undp.org)

PURPOSE

The purpose of this meeting is to clarify issues and to answer questions on any matter that may be raised in respect of the Invitation to Bid (ITB) – Provision of Travel Management Services for UNDP & Participating UN Agencies in Fiji, Samoa, Solomon and PNG.

We hope to conclude a formal agreements with the 6 successful companies for provision of Travel Management Services –

- 2 each in Fiji and PNG
- 1 each in Solomon and Samoa

The LTA period will be for 5 years, however, contracts will be signed for a 12 month period and renewed subject to satisfactory performance and agreement of current market price, as per financial proposal template in section 7 of ITB.

- Four Separate ITBs Advertised.
- Four Separate Submissions
- Submission deadline are the same for all 4 ITB's
- Total travel expenditure for 4 countries adds to approximately US\$34m, over 5 year period. Highly encouraged to participate for all 4 ITB's.
- ITB's done by Countries:
 - Fiji – Selected Travel Agent needs to be based in Fiji
 - Papua New Guinea (PNG) – Can be both TA based in PNG or operate from off shore.
 - Samoa – Can be both TA based in Samoa or operate from off shore.
 - Solomon -Travel Agent needs to be based in Solomon.

CONTENTS OF ITB DOCUMENT

ITB Cover Letter

Section 1 – This Letter of Invitation

Section 2 – Instructions to Bidders (including Data Sheet)

Section 3 – Terms of Reference

Section 4 – Bid Submission Form

Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder

Section 6 – Technical Bid Form

Section 7 – Price Schedule Form

Section 8 – Contract to be signed (Travel agency agreement – sample), including General Terms and Conditions

EXAMPLES OF ITB REJECTION

- Late submission. The ITB is handed in after the deadline for submission, either by hand, electronically or by courier. Time shall be strictly respected if ITB is delivered on the last day;
- ITB not submitted to the correct physical address or correct subject, if submitted electronically;
- Sealing and Marking Instructions for the envelopes not adhered to.
- The ITB not properly signed as per Instructions in the Bid Solicitation Documents;
- Insufficient documents have been provided;
- If the requested supporting documents/certificates are not written in English language, a translation into the English language must be attached in order to facilitate the evaluation of the documents.
- Documents provided not directly address each and every point of the evaluation Criteria;

IMPORTANT DATES

- Last day to seek clarification: 5 days before the closing date
- ITB Closing date: 29th February, 2016, 4.30pm
- Opening of bids : 29th February, 2016, 4.45pm (Public bid opening, UNDP Conference room)

ADMINISTRATIVE REQUIREMENTS

- - Validity of Proposal : 120 days
 - Language : English
 - Currency : Local Currency of respective countries and USD for foreign organizations.
 - Other benefits & Incentives

NOTES

- Standard UNDP Travel Agency Agreement will be signed with the successful companies/ Travel Agents. The clauses in the standard contract are not subject to major renegotiation. It is expected that the successful bidder will concur with the language of the proposal.

QUESTION/ANSWER SESSION – DISCUSSION

Question and Answer Session on Technical Details of the ITB –
Discussion.



THANK YOU