

Nana Jamburia

From: Nana Jamburia
Sent: Friday, February 12, 2016 2:36 PM
To: 'Ron Greenwood'
Subject: RE: Additional Question regarding the Georgia Travel Management RFP

Dear Mr. Greenwood,

Please find attached the responses to your questions:

- In reference to note 2 at the bottom of page 15 "Instructions to Proposers DATA SHEET" the note states: "2 All DS number entries in the Data Sheet are cited as reference in the instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "N/A" but must not be deleted".

Please note that the mentioned note is for UNDP as the "user" and not for the agency. Therefore, any information on the 3-rd column may be modified by the UNDP only.

- In DATA SHEET #15 – 3rd column it states: "X Euro". Does the above wording mean that we can substitute (in our case) the Canadian Dollar in place of the Euro? Does that mean that all financial adjudication will be in reference to the Euro on the date of bid opening and if we are successful, we can then carry on providing all services and purchases in Canadian Dollars?

The reason for indicating Euro as the currency of submitting the proposals is that ticket prices are fixed in euro in the region we are. In case you submit your proposal in Canadian Dollars, we will convert it to Euro according to UN exchange rate at the date of bid opening for comparison/evaluation purposes. Therefore, we recommend to submit your financial proposal in Euro.

In case your company is successful and provides services and purchases in Canadian Dollars, UNDP will transfer the amount in US dollars according to UN exchange rate at the date of payment.

- In DATA SHEET #26 – 3rd Column it states: "Official Letter of Appointment as local representative. If Proposer is submitting a Proposal in behalf of an entity located outside the country". Does this mean that we must have a local representative vs. our professional in Manila, Philippines or in Canada? If there is a need for a closer local we do have a business partner in Turkey? We currently manage global companies world-wide – from our Canadian offices. Our preference is that we would like to replicate that service model with the Georgia RFP

Please note that having a local representative in the country is one of the minimum requirements of the RFP. Part II (Travel Agency Capability) of the "Detailed breakdown of obtainable technical points" (page 21 of RFP) states that having at least one branch office in the country (Georgia) is minimum requirement for the travel company. If the travel company has more than 1 branch office in the country and /or worldwide, it will be an asset and the agency will get additional points under this evaluation criteria.

- On page 30 of the RFP "General Information" it states: "Company Profile, which should not exceed fifteen (15) pages. Is the 15 pages in addition to the Technical Response? What is to be included in the Company Profile that must not exceed 15 pages?"

The company profile should be provided as a separate document, in addition to technical response. It should include description of the company, company's history, number and quality of its financial and human resources, organizational and management structure, its reputation and field of work not exceeding 15 pages.

Best regards,
Nana Jamburia

From: Ron Greenwood [mailto:ron.greenwood@visiontravel.ca]
Sent: Friday, February 12, 2016 1:04 PM
To: Nana Jamburia <nana.jamburia@undp.org>
Subject: Additional Question regarding the Georgia Travel Management RFP
Importance: High

One more question for your consideration.
Thanks

Ron Greenwood,
Director, Business Development
Vision Travel Solutions
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February 11, 2016

To: Nana Jamburia

From: Ron Greenwood

Re: Travel Management Services RFP Questions

Dear Nana,

Below are questions that we have with respect to the subject RFP.

QUESTIONS:

- In reference to note 2 at the bottom of page 15 "Instructions to Proposers DATA SHEET" the note states: "2 All DS number entries in the Data Sheet are cited as reference in the instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "N/A" but must not be deleted".
- Question #1:
 - In DATA SHEET #15 – 3rd column it states: "XEuro". Does the above wording mean that we can substitute (in our case) the Canadian Dollar in place of the Euro? Does that mean that all financial adjudication will be in reference to the Euro on the date of bid opening and if we are successful, we can then carry on providing all services and purchases in Canadian Dollars?
- Questions #2:
 - In DATA SHEET #26 – 3rd Column it states: "Official Letter of Appointment as local representative. If Proposer is submitting a Proposal in behalf of an entity located outside the country". Does this mean that we must have a local representative vs. our professional in Manila, Philippines or in Canada? If there is a need for a closer local we do have a business partner in Turkey? We currently manage global companies world-wide – from our Canadian



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offices. Our preference is that we would like to replicate that service model with the Georgia RFP

We look forward to your response.

Best Regards,

**Ron Greenwood
Vision Travel Solutions**

February 12, 2016

To: Nana Jamburia

From: Ron Greenwood

Re: Travel Management Services RFP Questions

Dear Nana,

Below is another question that we have with respect to the subject RFP.

QUESTION:

On page 30 of the RFP "General Information" it states: "Company Profile, which should not exceed fifteen (15) pages. Is the 15 pages in addition to the Technical Response? What is to be included in the Company Profile that must not exceed 15 pages?"

We look forward to your response.

Best Regards,

**Ron Greenwood
Vision Travel Solutions**



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