

Pre-Bid Conference – Questions and Answer

N°	Questions/Clarifications asked for	Answer/Clarification given as
1	Refer to 2015 statistic report, is it the only official travels or include personal travels?	Only official travels were reported in our 2015 statistic report. Personal travels were not captured here because it was the responsibility of perspective individual even if the UNLTA applied.
2	When will the bid opening take place?	Bid opening is scheduled to be held on 17 May 2016 at 2:00 P.M., at Main Conference Room, UNDP Building 5. Bidders are allowed to participate in this bid opening without advance requests.
3	As per understand from Bid Evaluation Criteria, four personnel were required to carry out this services including one supervisor, two travel consultants/ticketing staffs, and one accounting staff. Are those staff be tasked to only this UNLTA matter or they can work on others matter which is non-UNLTA? Where do they based at?	The assigned four personnel can work on non-UNLTA works but those personnel have to be responsive to all UN inquiries and keep in mind their primary works are this UNLTA. They base at the contractor office, not UN office.
4	Regarding price schedule, which one should bidders use for quoted price as price schedule form in ITB document and price schedule on slide presentation are different?	Price schedule form (Section 7 of the ITB document), is the only document for bidders to quoted price.
5	For domestic flight, how do we quote price if one flight to Siem Reap and other flight to Sihanouk Ville?	Both destinations (Siem Reap and Sihanouk Ville) consider domestic flight. The bidders are asked to quote only service fee per transaction, not airfare.
6	Is it correct that the bidders have to submit both hard and soft copies of the bidding document in a sealed envelope?	Yes, it is. The bidders have to provide both hard copies as well as soft copies of scanned copies of the bidding document in ONE PDF FILE in a CD/DVD and keep them all in a sealed envelope.
7	It is understood that bid security will be returned to all unsuccessful bidders. How about the successful bidder, will the bid security returned immediately after the contract signed?	As stated in ITB document, bid security will be immediately returned to all unsuccessful bidders. Bid security will also be returned to successful bidder upon the contract signed among both parties.
8	Does the performance security require?	As per stated in Data Sheet of ITB document, performance security is not required.
9	Is it possible to share with us who is the current LTA?	It is not allowed to disclose the current LTA contractor is.