

INVITATION TO BID (ITB)
ITB: Provision of Travel Management Services for UN Agencies and Its Projects in Cambodia
under Long-Term Agreement (LTA)
Process No. 35-39108

ADDITIONAL CLARIFICATION TO BIDDER'S QUERIES

Reference to the above ITB, UNDP has received the below additional queries from bidders and we would like to share the clarification as below:

N°	Questions/Clarifications asked for	Answer/Clarification given as
1	Is it mandatory to have a physical business location in Cambodia?	As stated in ITB document – Criteria for the Award and Evaluation of Bid, it is mandatory as per below: <ul style="list-style-type: none"> Legal Registration document including license of travel agent operate in Cambodia.
2	2.1. Scope of Supply: (N/A) Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organization/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment. The above "2.1. Scope of Supply: (N/A)" should not apply to this bid as travel services consider as service, not a product. Please explain.	It is true "2.1. Scope of Supply: (N/A)" is not applicable for this bid. Therefore, please skip this part.
3	Can the travel agent participate in this tender if they use their subcontracts in Cambodia?	It is not allowed for subcontracts even the subcontractor has its operation in Cambodia.
4	Will UNDP accept Phnom Penh Commercial Bank as Bank Guarantee?	UNDP accept all banks as Bank Guarantee. However, the bank is required to use template in ITB document. Please refer to section 8: Form for bid security.
5	Regarding Bid Security, could you please confirm name of beneficiary on Bank –issued check/ Cashier's check/Certified Check?	UNDP is beneficiary of bid security.
6	Who should we address to for our bidding (Cover Letter)?	Please address to: UNDP Cambodia, Registry Office (Building No. 3) No. 53, Pasteur Street, Boeung Keng Kang I, PO Box 877, Phnom Penh, Cambodia Attn: Procurement Analyst, Procurement Unit Tel: 023 216 167, Fax: 023 216 257 Email: procurement.kh@undp.org

7	For Bid Submission Form, does the company has to print on its letterhead or not? Please clarify.	Bid Submission Form should be written in the Letterhead of the Bidder with duly signed. Except for indicated fields, no changes may be made in this template.
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