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MINUTES Pre-proposal conference

Tender title: Procurement of Travel Management Services to UN Agencies in Kyrgyzstan on Long Term Agreement basis

Tender Reference: RFP #UNDP/CO/005/2016

Time: 14:00 pm Bishkek local time (GMT+6)

Date: 20 May 2016

Venue: UNDP Conference Room; UN House, 160 Chui Avenue, Bishkek, Kyrgyz Republic

Programme

14:00 – 14:15	Registration of Proposers
14:15 – 14:40	Ms. Aizhana Kurmanbekova, UNDP Procurement Assistant Information on tender process and solicitation document RFP #UNDP/CO/005/2016
14:40 – 15:30	Questions and answers
15:30 – 15:40	Closure of pre-proposal conference

Ms. Aizhana Kurmanbekova welcomed participants of pre-proposal conference for a tendering process on provision of Travel Management Services to UN Agencies in Kyrgyzstan on Long Term Agreement basis and introduced the following UNDP Team appointed for the pre-proposal conference:

- Ms. Aizhana Kurmanbekova, UNDP Procurement Assistant;
- Mr. Sergo Mikadze, UNDP International Travel Expert;
- Mr. Cholponbek Omuraliev, UNDP Procurement Associate.

Registration of the Proposers took place and the representatives of the following Travel Agencies participated in the pre-proposal conference:

- 1) Avia Travel Club LLC;
- 2) Kyrgyz Concept LLC;
- 3) Ak-Sai Travel LLC;
- 4) Travel Vision LLC;
- 5) Kyrgyz Travel Agency LLC;
- 6) Glavtour Bishkek LLC.

Mr. Sergo Mikadze was invited to the pre-proposal conference in the capacity of International Travel Expert, who is knowledgeable of this tendering process as he contributed much to development of the solicitation documents and Terms of Reference, based on local market research, travel agencies capacity assessment that he made before RFP launch. Now, UNDP office arranged on-line video conference with Mr. Mikadze, so that the participants may directly raise specific questions and receive comprehensive answers.

Mr. Sergo Mikadze welcomed the participants.

Ms. Aizhana Kurmanbekova informed that the present international tender is organized by UNDP on behalf of UN Agencies in Kyrgyzstan and will be conducted in line with UNDP procurement rules and procedures and therefore tender requires attention and thorough preparation of proposals by all interested participants. The present pre-proposal conference is aimed to give information about RFP requirements and UNDP procurement rules and procedures, as well as addressing all those possible questions, the Proposers might have. The pre-proposal conference recorded in Minutes, once available, would be distributed to all participants of the pre-proposal conference as well as posted on the following web-sites: www.kg.undp.org; www.undp.org; www.ungm.org.

She reminded participants that RFP was launched on 13 May and the RFP was posted on www.kg.undp.org, www.undp.org; www.ungm.org websites, as well as advertised through local newspaper "Vecherniy Bishkek" for the period of 4 calendar weeks. UNDP arranged direct delivery through e-mail the solicitation documents to 11 local travel agencies on 13 May 2016. The expected submission deadline is 10 June 2016, 14:00 pm Bishkek local time (GMT+6).

Ms. Aizhana Kurmanbekova further focused on the following key elements of the solicitation document:

- Letter of Invitation (ref. to Section 1, pages 2 - 3);
- Clauses and structure of the Instruction to Proposers (ref. to Section 2, page 4 - 15);
- Explanation to the clauses 1 – 20 of the Data Sheet (pages 16 - 18);
- Combined Scoring Method to be used in selecting the most responsive proposal, using the 60%-40% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70% (ref. to Data Sheet, clause 25, page 19);
- Proposal Submission: The Financial Proposal and the Technical Proposal Envelopes must be completely separate and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate (ref. to Letter of Invitation, page 2; Instruction to Proposers, clause 23, page 18; TOR, section E, pages 34-35). She call on introduction with this requirement thoroughly while preparation of proposals;
- Submission deadline is 10 June 2016, 14:00 pm Bishkek local time (GMT+6) (ref. to Date Sheet, clause 21, page 18);
- Date, time and venue for opening of Proposals: Date and Time: 10 June 2016, 14:30 pm Bishkek local time (GMT+6). Venue: UNDP, 160 Chui Avenue, Bishkek, Kyrgyzstan (ref. to Data Sheet, clause 24, page 19);
- Allowable Manner of Submitting Proposals:
 - 1) Courier/Hand Delivery (ref. to Instruction to Proposers, clause 22, page 18);
 - 2) Electronic submission of Bid (ref. to Data Sheet, clause 23, page 18 on conditions and procedures for electronic submission and opening). The Instruction for Electronic Submission details that the Proposer may choose to submit their proposals by e-mail to procurement@undp.kg. In this case the Proposer shall send separate proposals for: 1) technical proposal; 2) financial proposal as separate attachments to the message(s). Having prepared the Proposal in paper formats as specified in Sections 4, 5 and 6 the entire Technical Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s). Same should be done for Section 7 – Financial Proposal. A separate a password should be set-up to secure the Technical Proposal which the Proposer should provide via e-mail on 10 June 2016, 14:00 pm Bishkek local time (GMT+6). The password should not be identical to that of the Financial Proposal. A separate a password should be set-up to secure your Financial Proposal which the Proposer should provide via e-mail upon request subject to achieving the minimum score on the technical evaluation. The password should not be identical to that of the Technical Proposal;
- The required documents that must be submitted to establish qualification of Proposers (ref. to Data Sheet, clause 26, page 19) should be thoroughly read and prepared as missing of any documents may lead to risk of non-eligibility;
- Qualification of the Successful Travel Agency in TOR: these qualification requirements were developed based on local market research and travel agencies capacity assessment by engaged Travel Expert;
- Evaluation of Proposals (ref. to Data Sheet, Table A, page 21): The overall evaluation score will be based on a combination of the technical score and the financial offer. The calculation formula is provided. The weight of technical proposal is 60% and financial proposal 40%. It means that every score in technical proposal is important as it will affect the overall score. Special attention was paid to minimum eligibility criteria and

overall steps of the evaluation process. Detailed explanation of the breakdown for obtainable points has been provided;

- Detailed explanation on the preparing of Proposal Submission Form was provided (ref. to Sections 4 – 6, pages 37-42);
- Brief information on the format of the contract to be signed and UNDP General Terms and Conditions applied has been provided (ref. to Section 8, pages 45 – 54).

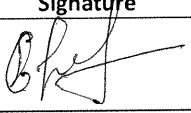

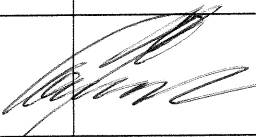
Mr. Sergo Mikadze completed the explanation related to the parts on technical and financial evaluation:

- Explanation of breakdown of obtainable scores during technical evaluation;
- Detailed explanation on the established financial formula, its weights and how the financial proposal should be completed by the Proposers (ref. to Section 7, pages 43 – 44);
- Financial proposal is designed to evaluate the discount percentage and fee only and not the tickets tariffs a Proposer can offer UNDP. The ticket price must be of lower airfares and save UNDP funds;
- The technical and financial proposals should be prepared based on current realities, not with the view of possible cardinal changes in the global market, which to be separately managed by the contract.

The following questions were raised and answers given during the pre- proposal conference:

#	Questions	Answers
1.	In what currency should be submitted financial proposal?	Please note that financial proposal should be completed in US Dollars as per clause 15 of Data Sheet, page 17.
2.	Can recommendation letters be provided in Russian language?	Please note that recommendation letters as well as the whole Proposal can be provided in Russian and/or English as per clause 4 of Data Sheet, page 16.
3.	How 2 Travel Experts nominated to work with UN Agencies will be assessed, through interview or desk review?	Please note that evaluation of 2 Travel Experts will be conducted through interview as per Table A, Part IV, page 25.
4.	What period it normally takes between from bid opening to contract award? Will the Proposers notified about the results?	Please note that the evaluation period from bid opening till contract award depends on many variables, including accurate bid proposals. However, the proposers may note that UNDP put the latest expected date for commencement of contract – 16 August 2016 (ref. to Data Sheet, clause 29, page 20). UNDP will inform in writing all Proposers who submitted proposals.
5.	There are some Air Carriers that work with commission payment and service fee depending on destinations. In this case, what should be indicated in the financial proposal table: service/transaction fee or commission payment?	Please note that Financial Proposal Table in the Section 7, page 43, provides for the following proposal options that can be indicated in the financial table: <u>commission payment or service fee or both</u> . Thus a Proposer is free on what option to choose based on agreements it has with airlines/agencies. Financial formula used in the RFP table is developed in order to permit calculation using both parameters.
6.	There is wide variation in service fee depending on different destinations and different class of booking (economy/business). What Proposers should take into consideration when putting service fee?	Please note that Proposers are advised to take into consideration the short haul. Business class tickets are few, so they are not taken into account in the financial formula.
7.	There are more number of Air Carriers in Kyrgyzstan, but they are not included in the table of financial proposal. What is the reason for it?	Please note that according to the analysis of purchased tickets procured by UN Agencies for the past 3 years – 2013, 2014 and 2015, no tickets have been purchased from those Air Carriers, so no tickets purchases are expected from those Air Carriers in the future.

8.	What will be the impact if Air Carrier decides in future to proceed without commission payment?	Please note that financial proposal should be completed based on current practices of the Air Carrier. Prognosis of the local market situation is currently impossible.
9.	What kind of tickets are contained in the section "Others" in the financial table?	Please note that Section "Others" consists of transit flight tickets not effectuating direct flights to/from Bishkek.
10.	In what currency successful Travel Agent will provide invoices for the rendered services?	Please note that as per Section C of TOR "Contractual and Institutional Arrangements", page 33, invoices should be issued in US Dollars or in Kyrgyz Soms.
11.	As per TOR, payment shall be effectuated by UNDP within 30 days upon receiving of invoice?	This is right understanding. Please note that as per TOR, page 33 sub-section "Billing and invoice", UNDP shall effect payment to the Travel Agency upon receipt and approval of invoice within 30 days.
12.	With reference to the requirement that 2 Travel Experts should be nominated by successful Travel Agency to work with UN Agencies, does it mean that UNDP/UN Agencies will contribute to the payment of salary for those 2 Travel Experts and should their salary be indicated in Proposal documents?	Please note that UNDP/UN Agencies will not participate in paying salary for 2 Travel Experts nominated by Successful Travel Agency to work with UN. It is internal arrangement of Travel Agency and selected Travel Experts.
13.	As it is mandatory requirement that successful Travel Agent should open an in-plant space within UN House, the designated space will be provided for free and exempt of any charges?	Please note that as per TOR, sub-section "Contract Management, Reporting and Billing", Travel Agency contracted through this tendering exercise will cover only cost of utilities, communication and internet.

This Minutes was prepared by:		Signature	Date
Ms. Aizhana Kurmanbekova, UNDP Procurement Assistant			20/05/2013
Confirmed by			
Mr. Sergo Mikadze, International Travel Consultant			20/05/2013
Mr. Cholponbek Omuraliev, UNDP Procurement Associate			20/05/2013

List of Participants
Pre-proposal conference

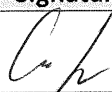
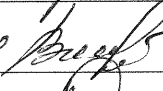

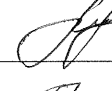
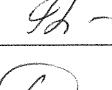

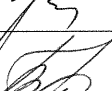
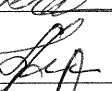


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#	Name	Title/Organization	Signature
1.	SIRENKO GALINA	Avia travel Club	
2.	Volodina Iratse'ke	Air ticket manager / AviaTraveller	
3.	Zhyldyz Esengulova	Sales director / Kyrgyz Concept	
4.	Irina Basovskaya	Manager for Corporate Clients Kyrgyz Concept	
5.	Gulmira Booberova	manager of intl art office UN House	
6.	Gulnara TOROBZIKOVA	AK-SAL TRAVEL	
7.	Nazgul Abdylbaevs	Travel Vision	
8.	Inga Butova	Kyrgyz Travel Agency	
9.	KANVICKI AICMATOVA	GLAVTOUR	
10.	Konot Omurkulov	Glavtour, Bishkek	
11.			
12.			
13.			
14.			
15.			