



MINUTES FROM PRE-BIDDING CONFERENCE FOR TRAVEL MANAGEMENT SERVICE

PROVIDER (LTA) UN AGENCIES
REF:RFP/UN DP/LBR/UN/009/2016

Date: 15 September 2016

Place/ Venue: UNDP Main Conference room, 4th Floor, Simpson Building,
Sekou Toure Avenue, Mamba Point, Monrovia

Time: 11:00am

UNDP Representative(s): Aicha Cherif- Head of Procurement
Rebecca Williams- Travel Assistant/UNDP
Moses Cassell, Procurement Associate

PWG Representatives: Neemu Kaman (UNFPS)
Dennis Bayer (UNWOMAN)
Agnes Ilongu (WFP)
Emmanuel Cephas (WFP)

Vendors: See participants list attached

The meeting began with Ms. Aicha Cherif, Head of UNDP Procurement welcoming all participants including members of the UN Procurement working Group present. She began by explaining the various timelines noting the importance for vendors to observe while preparing their solicitation document. She went further by explaining the entire solicitation document which includes the following:

- a. Instruction to Proposer / The Bid data Sheet
- b. The various required documents
- c. The three steps in in the evaluation process
- d. The evaluation criteria

After full discussion on the solicitation document by Ms. Cherif, opportunity for questions and answers was given to bidders.

1. Question: Should both the financial and the Technical Proposals be placed in the same envelope or two separate envelopes?

Answer: The Financial Proposal and Technical Proposal envelopes should be completely separated and each must be submitted, sealed individually and clearly marked on the outside as either "Technical proposal" or "Financial Proposal" as appropriate. Each envelope must clearly indicate the name of the Proposal. The outer envelopes shall bear

9/26/16



the address of UNDP as specified in the DATA SHEET, as well as a warning that states "not to be opened before the time and date for proposal opening."

2. Question: What are the control measures in place as it related to past experience, where certain UN Agencies were not part of the previous Travel LTA process?

Answer: At the head of UN Agencies meeting it was approved that all UN Agencies will be part of this Travel LTA process.

3. Question: What is the Travel advice as it relates to transit, ex: on other value to your offer?

Answer: In arranging travel it is the responsibility of the travel agency to ensure that travel arrangements are made on the most direct and suitable route available and most economical fares for the traveler.

4. Question: What are the waiver tax in Liberia, because some airlines do not exempt Liberia from LR tax.

Answer: it is true that some airline do not exempt Liberia from LR tax, however it is important to note that there are some airlines that the UN do not use and UN are exempted to LR taxes (only mandatory taxes are paid to Airlines company).

5. Question: What is Data sheet?

Answer: The Data sheet is sheet in the solicitation document that have information on the solicitation requirement and procedures.

6. Question: Why are all options / conditions not given when requests are made?

Ans. Travel focus point depend on the travel agent to notify then after the booking if the time is more than nine hours, however not all travel arrangement that exceed nine hours qualify one to travel on business class. Examples: some booking request are only made to settle home leave claims, and also if the traveler is going on training he/she is also not qualify for business class. In that cases, The UN travel focal point must specify in the request for booking when business class is needed. In another option, It is always good and best practice for the travel agent to offer both Economy and business when the hours flight are more than 9 hours.

7. Question: Is everybody qualified for business class if the flying hours is more than nine hours?

Answer: No, especially if staff is traveling for training, home leave and other entitlements. All UNVs and JPOs are entitled to economy class. (This must be requested and clarified by the UN Travel Focal Points)

8. Question / UN Travel focus point: It is observed that most of the time when booking are made it sometime changed and at the time of the issuance of the ticket the fare is far higher? Answer: No fare is guarantee until it is ticketed. It was advised that UN travel focal point should at least confirm the ticket for issuance by an email to the Travel Agency to avoid having the fare increased until final authorization is ready. It was also recommended to the travel agency to send reminder on the booking duration and risk associate if decision is not taking on time.

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Comment: PWG: Travel agency should be able to remind us on the expiration of the booking, by sending email to the focal point. The travel agency should do it at least two or three times to avoid losing the booking.

9. Question / travel focal point: Why it is some time difficult to get cheaper fare?
Answer: There are airlines also looking for money, sometimes they blocked all cheaper fares and sell higher class fare. It was advised to Travel Agency to have some facilities and negotiate some advantage for their clients when that is the case.
10. Question / PWG: Sometime it is difficult for the airline to use one frequent flyer number when request in their travel arrangement.
Answer: The use of one frequent flyer number is the responsibility of the traveler. Traveler is responsible to go on line to make his or her own arrangement. This is personal. The travel agency should only advise on the way forward.
11. Question / Travel focal point: Is there a way to note in the ticket the calculation where the UN is benefiting?
Answer: The travel agency is requested in the bidding document to develop a reporting tool which will facilitate the evaluation of costs benefits for UN Agencies.
12. Question: / Vendor: Which day is set for the presentation for the qualify vendor?


Answer: the date will be communicate to the qualified vendors after the technical evaluation.
13. Price schedule: The financial sheet will be shared with vendors on the excel version to facilitate the financial quotation.
14. The column G in the finance table was explained and clarify to vendors: "Airline Commission to Travel Agent per ticket in percentage. Vendor should indicate the commission that the Travel Agency is willing to pass to UN in this contract."

At the end of the question and answer period, Ms. Aicha Cherif extended her appreciation to all for attending the pre-bid conference. The Meeting ended by 12: 37noon.

Prepared by:


Moses Cassel
Procurement Associate

Approved by:


Aicha A. Cherif
Head of Procurement Unit

Provision of Travel Services for UN System in Liberia

No	Destinations and class	Estimated Frequency of Travel in one Year	Name of Airline(s)	Base Fare excluding taxes, if any (USD)	Taxes, if any (USD)	Airline Commission to Travel Agent per Ticket (%)	Travel agency discount to UN per Ticket (%)	Service Charges on Ticket, if any (USD)	Total Cost per Ticket (USD) J = E +F-(G*E) - (H * E) + I	Total Cost K=J*C
A	B	C	D	E	F	G	H	I	J	K
Frequently used Routes in Europe & America										
1	London									
	Economy Class	5	sn brussels	\$308.00	\$681.00	5.00%	0.00%	\$0.00	\$ 973.60	\$4,868.00
	Business Class	5	british airways							
2	Washington D.C									
	Economy Class	8								
	Business Class	7								
3	New York									
	Economy Class	10								
	Business Class	15								
Frequently used Routes in Asia & Middle East										
4	Bangkok									
	Economy Class	5								
	Business Class	3								
5	Tokyo									
	Economy Class	5								
	Business Class	3								
6	New Delhi									
	Economy Class	4								
	Business Class	3								
7	Dubai									
	Economy Class	15								
	Business Class	15								
8	Doha									
	Economy Class	12								
	Business Class	8								
Frequently used Routes in Africa										
9	Accra	75								
10	Nairobi	50								
11	Dakar	100								
12	Freetown	45								
13	Kampala	35								
14	Abidjan	50								
15	Harare	40								
16	Abuja	55								

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17	Johannesburg	30								
18	Addis Ababa	25								

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	TOTAL in USD:									\$4,868.00