


LTA for Travel Management Services		Pre-Bid Conference Minutes
		Ref: ITB/FJI10/005/2019
		Meeting Date: 08 Jan 2020 Meeting Time: 10:00am - 11:00am Meeting Place: UNDP Conference Room, Suva, Fiji

1. Attendances

Name	Title	Organisation
Angela Narayan	Manager	Macquarie Travel Services Limited
Vimal Pillay	Procurement Associate	UNDP Fiji
Lusiana Veidreyaki	Travel Assistant	UNDP Fiji
Magnus Prasad	ICT Assistant	UNDP Fiji

2. Agenda

Item	Topic	Discussion
1.	Confirmation of Agenda	<ul style="list-style-type: none"> - Introduction - Brief presentation by Vimal Pillay on the purpose of the Pre-Bid Conference and elaboration on the travel services procurement. - This was then followed by Question and Answers session
2	General Comments by Vimal <ul style="list-style-type: none"> • The purpose of this ITB • Scope of Service • Documents to be submitted • Example of ITB Rejection • Important Notes • Brief explanation on UNDP e-tendering Portal • Followed by question and answers 	
3	Questions & Answer	
Q1	Line of Communication for sending queries	
UNDP Response	All queries to be sent to the email (vimal.pillay@undp.org) provided in the ITB. Bidders to also copy to procurement.fj@undp.org when sending queries	

	The last day for sending queries is 20 th Jan (4 days before bid closure)	
Q2	How will vendors be selected?	
UNDP Response	<p>As stipulated in the ITB, Panel will first review the technical proposals of the bidders and ;</p> <ul style="list-style-type: none"> • Award would be made to a maximum of the two vendors “lowest evaluated priced, technically responsive” bidders. • where second lowest priced technically responsive bidder should not exceed 20% higher than the lowest priced bidder. If second lowest bid exceeds 20% tolerance level, then only one bidder will be awarded. 	
Q3	Duration of the LTA Contract	
UNDP Response	<p>Three (3) years</p> <p>The proposed LTA is for a period of 1-year from the date of commencement of Contract, with an extension option for additional 2 years, but this is subject to the Contractor performance.</p>	
Q4	What all is to be provided by the bidder in their submission	
UNDP Response	<p>Bidders are to provide all the necessary /mandatory documentation and information as part of their technical proposal together with the submission form (as stated in the ITB). Bidders are also to provide their financials using the form provided by UNDP. This financial will consist of discount by line items and as well as the total discount amount.</p>	
Q5	Submission of proposal/bid	
UNDP Response	<p>Bid is to be submitted by/before the submission due date (24th Jan 2020)</p> <p>Bids to be submitted via UNDP e-tendering portal.</p> <p>Bids received by any other means will not be considered.</p>	
Q6	Registration through E-tendering	
	<p>All the bidders must register before they can submit their bids online.</p> <p>A temporary user name and password has been shared. Vendors need to use this to register. Once registered, vendors will need to provide their new user name, after which they will receive a new password. Vendors can later change this password as necessary.</p> <p>Once registered, vendors can then follow the guide provided and complete their submission.</p>	
Q7	How many users can register form one firm	
	<p>Only one user name is recommended by each firm. User name and password can be shared within their firms.</p>	
Additional	<p>Vendors were reminded to submit bids before the due date, in case there are some technical issues with the system. Early submission will allow time to sort the technical issues if any.</p>	
4	Annexes	
		<p>Please find attached the following annexes:</p> <ol style="list-style-type: none"> 1. Annex I Pre-Bid Meeting Presentations