



INVITATION TO BID

LTA for Travel Management Services

ITB No.:ITB/FJI10/005/2019

Project: UN Harmonized Procurement

Pre-Bid Conference
8th Jan 2020

Agenda

- Introduction
- Purpose
- Review of Instructions to bidders
- Content of ITB document
- Examples of ITB Rejection
- Important Dates
- Administrative Requirements
- Notes
- Questions and Answers

INTRODUCTION

A. Sign-in Sheet

- All attendees must sign-in

B. Lines of Communication during the bid period

- Queries relating to administrative requirements/bid submission – Vimal Pillay (vimal.pillay@undp.org), also copy procurement.fj@undp.org
- Queries on technical aspects of the Travel Management Services/TOR – Vimal Pillay & Ronald Kumar (procurement.fj@undp.org)

PURPOSE

The purpose of this meeting is to clarify issues and to answer questions on any matter that may be raised in respect of the Invitation to Bid (ITB) – **LTA for Travel Management Services**

We hope to conclude a formal agreements with One or more Proposers, depending on the following factors as specified in the ITB under section 21/ ref.35

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.

Total travel expenditure adds to approximately FJ\$4.5m per year

CONTENTS OF ITB DOCUMENT

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements

Section 6: Returnable Bidding Forms

Form A: Bid Submission Form

Form B: Bidder Information Form

Form C: Joint Venture/Consortium/Association Information Form

Form D: Eligibility and Qualification Form

Form E: Price Schedule

EXAMPLES OF ITB REJECTION

- Late submission. The ITB is submitted in after the deadline for submission;
- ITB not submitted via UNDP e-tendering Portal ;
- The ITB not properly signed as per Instructions in the Bid Solicitation Documents;
- Insufficient documents have been provided;
- If the requested supporting documents/certificates are not written in English language, a translation into the English language must be attached in order to facilitate the evaluation of the documents.
- Documents provided not directly address each and every point of the evaluation Criteria;

IMPORTANT DATES

- Last day to seek clarification: 4 days before the closing date
- ITB Closing date: 24th Jan, 2020 (NY Time)
- Opening of bids : 27th January, 2020, 10am. (FJ time)

ADMINISTRATIVE REQUIREMENTS

- Validity of Proposal : 120 days
- Language : English
- Currency : Local currency (FJD)

The UN exchange rate used will be as at the closing date of the tender.

- Other benefits & Incentives

ADMINISTRATIVE REQUIREMENTS

Submission via e-tendering – Mandatory

- Register using: User/Password
 - Username: event.guest
 - Password: why2change
- Change password and re-login
- Search for event # 0000005078 under Business unit (BU) – FJI10
- Place bid answering all questions (Yes/No) and uploading all documents required
- Indicate overall discounted amount as the financial proposal on e-tendering
- Validate entries
- Submit

NOTES

- Standard UNDP Long Term Agreement will be signed with the successful companies/ Travel Agents. The clauses in the standard contract are not subject to major renegotiation. It is expected that the successful bidder will concur with the language of the proposal.

QUESTION/ANSWER SESSION – DISCUSSION

Question and Answer Session on Technical Details of the ITB –
Discussion.

THANK you