

Pre-Bid Minutes of the Meeting
Among: UNDP and Service Providers



United Nations Development Programme (UNDP)		
Subject: ITB Ref. No - ITB/UNDP/AFG/2020/0000005252- Provision of Travel Management Services for UNDP Afghanistan on Long Term Agreement Basis		
Venue:	UNDP Meeting Room	
Date of Conference: 06 February 2020	From: 10:00 AM (Kabul time)	To: 12:00 PM (Kabul time)
Closing Time & Date of ITB:	18 February 2020 @ 12:30 AM EST (New York time)	
Bid conference was opened with following agenda:	<ol style="list-style-type: none"> 1. Information, instructions and explanation on ITB document by procurement unit – administrative requirements (closing date, submission form & method, required documents, Bid data sheet, TOR, e-tendering submission procedure, proposals submission requirement, UNDP rules and regulations, etc.) 2. Clarifications provided to Bidders' Technical Questions and Administrative Questions. 	

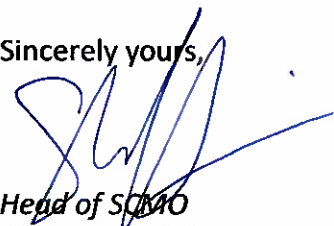
The following queries were raised by the participating representatives from the prospective bidders, and the following respective responses are provided:

	Queries	Responses
1	Kam Air is listed as a C type airline by UN system. Does UNDP use Kam air for their travel?	Yes, for local travel only, however, subject to approval by UNDP's Resident Representative (Head of Office)
2	Please clarify when the monthly and quarterly reports are needed.	<p>Monthly reporting template (Annex 1 of ITB) is included and the LTA holders shall provide the list of issued tickets for the previous months, along with the invoice.</p> <p>Quarterly reporting template (Annex 2) for travel agencies to report to UNDP on a quarterly basis, or as and when needed. -</p>
3	With reference to the TOR section '1.d.', issuing tickets directly from airline is not possible. The portal that is used by the travel agencies does not permit obtaining tickets directly from the travel agencies.	The travel agencies can provide breakdown invoice showing the actual ticket cost, various taxes and ticketing fee, along with any other applicable discounts with the Travel agent may offer. However, proof will not be required by UNDP as the award will be based on lowest price through a secondary bidding process.
4	Form E – Mandatory requirement section 2 mentions Accredited IATA (Billing Settlement Payment/ International Air Transportation Association) Travel Agent for 4 years (copy of IATA membership and one recommendation from IATA Air	Submission of the "recommendation from IATA Air Carrier" is no longer mandatory, given the concerns raised and in consideration of the ITB bid deadline whereby bidders may not be able to supply this in a timely manner.

	Carrier is required). “one recommendation from IATA Air Carrier is required” . – Such recommendation is not available to any travel agent as the airline agencies would not be expected to issue such letter, and even so, would likely take a some time to receive this.	UNDP reserves the right to request such letter at a later stage of the process (i.e. post qualification stage prior to contract award) if deemed necessary.
5	Regarding the IATA certificate – Afghanistan is a non-IATA country, therefore the travel agencies do not have this document for Afghanistan based agencies. IATA is of the travel agent’s respective foreign offices, some of which are with different names. Afghanistan based offices have MoU with a foreign office which could be provided instead.	The MoU along with the copy of the foreign company’s IATA certificate shall be acceptable. The relationship between bidder’s company and the IATA foreign company shall also be explained and supported by valid documentation.
6	For the CVs/Key personnel required, can the bidder use its own format or must UNDP’s format be followed? Also, are CVs required for only the key personnel requested?	Bidders can use their own format of CVs as long as all information requested in UNDP’s template is provided. CVs are required only for the key personnel listed in the Terms of Reference.
7	Form F, Price Schedule Form: Discounts by the airline agencies are seasonal; different rates are applicable for different classes and different routes. Also, the travel agencies cannot share proof of discounts as it is confidential document entrusted only to the travel agencies by the airline agencies. Please clarify. However, during evaluation, the committee members may visit the travel agencies to verify the discount documents	The travel agents shall mention the applicable discount rates (if any) for the month/day of bid submission (February 2020). Should there be different discount rates applicable for different routes, the bidders may refer to the Annex 5 of the TOR where UNDP’s most commonly used routes are mentioned. The bidders may provide an average discount rates for these routes as of February 2020. During evaluation stage, for bidders who were unable to provide supporting documentation as proof of discount (due to confidentiality) UNDP shall request those technically compliant bidders to present the discount agreements along with the calculation for coming up with the proposed discount rate for each airline.
8	What is the scoring weightage between technical and financial proposal	There is no scoring for ITB. Whoever meets the minimum mandatory requirement in the technical proposal will pass on to the financial evaluation, and then the three lowest priced quoted travel agencies shall be recommended for award.
9	Form F: Table 2, Optional services: 1.1 and 1.2 and 1.3 – These are not applicable for Afghanistan	If deemed irrelevant for Afghanistan, you may leave them blank as these are only optional services.
10	For optional visa services, whether it is the visa fee, courier service or the service charges to mention? Also,	Provide only service charge; rest of the charges could be considered cost reimbursable. Rather than completed UNDP’s template (Table 2) for Optional services, Travel

	please note that fees may vary based on the nationality of the traveler.	agencies may submit additional/separate price sheet to demonstrate other services offered.
11	Regarding the footnote of the optional services table, there is a remark stating "The agent shouldn't charge any fees for ticket cancellation/refund, if charged, do add in the above table". Every ticket will come with cancellation and refund charges. Please clarify.	Please disregard this comment; it is not applicable.

Sincerely yours,



Head of SQMO
10 February 2020