

Event Details

Procurement Notice

Event ID	Format	Type	Page
GNB10-0000005367	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
AIR TRAVEL SERVICES LTA FOR GNB10			
Start Time		Finish Time	
02/12/2020 13:35:00 CET		03/06/2020 05:59:00 CET	

Event Currency: US Dollar
Bids allowed in other currency: Yes
Bid Currency:

Bidder: PUBLIC EVENT DETAILS
Submit To: Guinea-Bissau
UNDP Office in Guinea-Bissau
RUE RUI DJASSI
BISSAU BS
Guinea-Bissau
Contact: Ariosvaldo DA SILVA CO
Phone:
Email: ariosvaldo.silva@undp.org

Event Description

SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) on behalf of UN System Guinea-Bissau hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

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 and Technical Specifications/ TOR
- Section 6: Returnable Bidding Forms
 - o Form A: Bid Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Bid
 - o Form F: Price Schedule
 - o Form G: Form of Bid Security N/A
 - o UNDP General Terms and Conditions

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it through the e-tendering module by the Deadline for Submission of Bids set out in Bid Data Sheet.

In case your company is not registered in the E-tendering System <https://etendering.partneragencies.org>, please use the following temporary username and password to register your company/firm .

User name: event.guest
Password: why2change

Bidders will be able to access and download the bidding documents once registered.

To confirm your participation please utilize the "Accept Invitation" function in e-tendering system. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Approved

by

Name: Mme Safiata Dia Date
Title: Deputy Resident Representative Operations
Date: January 31, 2020

General Questions

Question	UOM	Best	Worst	Weighting	Response
Do you accept UNDPs General Terms and Conditions attached in this Bid Event.		Yes		0%	<input type="text"/>

Required: Yes Mandatory Response: Yes

Response Comments

Event Details (cont.)

Procurement Notice

Event ID	Format	Type	Page
GNB10-0000005367	Sell	RFx	2
Event Round	Version		
1	1		
Event Name			
AIR TRAVEL SERVICES LTA FOR GNB10			
Start Time		Finish Time	
02/12/2020 13:35:00 CET		03/06/2020 05:59:00 CET	

Bidder: PUBLIC EVENT DETAILS

Submit To: Guinea-Bissau
UNDP Office in Guinea-Bissau
RUE RUI DJASSI
BISSAU BS
Guinea-Bissau

Contact: Ariosvaldo DA SILVA CO

Phone:

Email: ariosvaldo.silva@undp.org

Event Currency: US Dollar

Bids allowed in other currency: Yes

Bid Currency:

Question	UOM	Best	Worst	Weighting	Response
----------	-----	------	-------	-----------	----------

Preliminary Examination Criteria
Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Company Profile, including printed brochures and product catalogues relevant to the goods/services being procured not more than 15 pages.
- Valid copy of certificate of accreditation to IATA.
- Tax Registration/Payment Certificate issued by the Malawi Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder (applicable for companies those are operating in Malawi)
- Copy of registration certificate of the business, including Articles of Incorporation, or equivalent document
- Statement of Satisfactory Performance from the Top Three Clients in terms of Contract Value the past three years of reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided.
- CVs of managerial personnel and travel staff highlighting experience in servicing National/ International organizations of similar size.
- Bid Validity for 90 days.
- All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.

Yes 0%

Required: Yes Mandatory Response: Yes

Response Comments

Vendor is a legally registered entity.

Yes 0%

Required: Yes Mandatory Response: Yes

Response Comments

Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.

Yes 0%

Required: Yes Mandatory Response: Yes

Event Details (cont.)

Procurement Notice

Event ID GNB10-000005367	Format Sell	Type RFx	Page 3
Event Round 1	Version 1		
Event Name AIR TRAVEL SERVICES LTA FOR GNB10			
Start Time 02/12/2020 13:35:00 CET		Finish Time 03/06/2020 05:59:00 CET	

Bidder: PUBLIC EVENT DETAILS

Submit To: Guinea-Bissau
UNDP Office in Guinea-Bissau
RUE RUI DJASSI
BISSAU BS
Guinea-Bissau

Contact: Ariosvaldo DA SILVA CO
Phone:
Email: ariosvaldo.silva@undp.org

Event Currency: US Dollar
Bids allowed in other currency: Yes
Bid Currency:

Response Comments

Question	UOM	Best	Worst	Weighting	Response
No conflicts of interest in accordance with ITB clause 4.		Yes		0%	<input type="text"/>

Required: Yes Mandatory Response: Yes

Response Comments

Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.

Yes 0%

Required: Yes Mandatory Response: Yes

Response Comments

Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer

Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

Copy of Accredited IATA Travel Agent(s) valid certificate.

Yes 0%

Required: Yes Mandatory Response: Yes

Response Comments

Non-performance of a contract did not occur as a result of contractor default for the last 3 years.

Yes 0%

Required: Yes Mandatory Response: Yes

Event Details (cont.)

Procurement Notice

Event ID	Format	Type	Page
GNB10-0000005367	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
AIR TRAVEL SERVICES LTA FOR GNB10			
Start Time		Finish Time	
02/12/2020 13:35:00 CET		03/06/2020 05:59:00 CET	

Bidder: PUBLIC EVENT DETAILS

Submit To: Guinea-Bissau
UNDP Office in Guinea-Bissau
RUE RUI DJASSI
BISSAU BS
Guinea-Bissau

Contact: Ariosvaldo DA SILVA CO

Phone:

Email: ariosvaldo.silva@undp.org

Event Currency: US Dollar

Bids allowed in other currency: Yes

Bid Currency:

Response Comments

Question	UOM	Best	Worst	Weighting	Response
No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.		Yes		0%	<input type="text"/>
Required: Yes Mandatory Response: Yes					

Response Comments

Minimum 3 years of relevant experience.

Statement of Satisfactory Performance from the Top Three Clients in terms of Contract Value the past three years of reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Yes

0%

Required: Yes Mandatory Response: No

Response Comments

Minimum average annual turnover of USD 500,000 for the last 2 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Yes

0%

Required: Yes Mandatory Response: Yes

Response Comments

Event Details (cont.)

Procurement Notice

Event ID GNB10-0000005367	Format Sell	Type RFx	Page 5
Event Round 1	Version 1		
Event Name AIR TRAVEL SERVICES LTA FOR GNB10			
Start Time 02/12/2020 13:35:00 CET		Finish Time 03/06/2020 05:59:00 CET	

Bidder: PUBLIC EVENT DETAILS
Submit To: Guinea-Bissau
UNDP Office in Guinea-Bissau
RUE RUI DJASSI
BISSAU BS
Guinea-Bissau
Contact: Ariosvaldo DA SILVA CO
Phone:
Email: ariosvaldo.silva@undp.org

Event Currency: US Dollar
Bids allowed in other currency: Yes
Bid Currency:

Line Details

Line: 1 **Item ID:** 90121502E **Line Qty:** 1 **UOM:** Each **Weighting:** 0% **Bid Qty:**
Required: No **Reserve Price:** No **Min/Max Qty:** No min / No max

Description: E) Travel agency services

Question	UOM	Best	Worst	Weighting	Response
Please indicate the unit price as per the terms specified in the solicitation documents.		0		100%	<input type="text"/>
Required: Yes Mandatory Response: No					

Response Comments

Event Details (cont.)

Procurement Notice

Event ID	Format	Type	Page
GNB10-0000005367	Sell	RFx	6
Event Round	Version		
1	1		
Event Name			
AIR TRAVEL SERVICES LTA FOR GNB10			
Start Time		Finish Time	
02/12/2020 13:35:00 CET		03/06/2020 05:59:00 CET	

Event Currency: US Dollar
Bids allowed in other currency: Yes
Bid Currency:

Bidder: PUBLIC EVENT DETAILS
Submit To: Guinea-Bissau
UNDP Office in Guinea-Bissau
RUE RUI DJASSI
BISSAU BS
Guinea-Bissau
Contact: Ariosvaldo DA SILVA CO
Phone:
Email: ariosvaldo.silva@undp.org

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		
Bid Attachments :		

Event Details (cont.)

Procurement Notice

Event ID	Format	Type	Page
GNB10-0000005367	Sell	RFx	7
Event Round	Version		
1	1		
Event Name			
AIR TRAVEL SERVICES LTA FOR GNB10			
Start Time		Finish Time	
02/12/2020 13:35:00 CET		03/06/2020 05:59:00 CET	

Event Currency: US Dollar

Bids allowed in other currency: Yes

Bid Currency:

Bidder: PUBLIC EVENT DETAILS

Submit To: Guinea-Bissau
UNDP Office in Guinea-Bissau
RUE RUI DJASSI
BISSAU BS

Contact: Guinea-Bissau
Ariosvaldo DA SILVA CO

Phone:

Email: ariosvaldo.silva@undp.org

Event Details (cont.)

Procurement Notice

Event ID	Format	Type	Page
GNB10-000005367	Sell	RFx	8
Event Round	Version		
1	1		
Event Name			
AIR TRAVEL SERVICES LTA FOR GNB10			
Start Time	Finish Time		
02/12/2020 13:35:00 CET	03/06/2020 05:59:00 CET		

Bidder: PUBLIC EVENT DETAILS

Submit To: Guinea-Bissau
UNDP Office in Guinea-Bissau
RUE RUI DJASSI
BISSAU BS
Guinea-Bissau

Contact: Ariosvaldo DA SILVA CO
Phone:
Email: ariosvaldo.silva@undp.org

Event Currency: US Dollar
Bids allowed in other currency: Yes
Bid Currency:

Appendix B - Terms & Conditions

1. Terms and Conditions of Use of the Web Site:

The use of this web site constitutes agreement with the following terms and conditions:

(a) The UNDP maintains this web site (the "Site") as a courtesy to those who may choose to access the Site ("Users"). The information presented herein is for informative purposes only. The UNDP grants permission to Users to visit the Site and to download and copy the information, documents and materials (collectively, "Materials") from the Site for the User's personal, non-commercial use, without any right to resell or redistribute them or to compile or create derivative works therefrom, subject to the terms and conditions outlined below, and also subject to more specific restrictions that may apply to specific Material within this Site.

(b) The UNDP administers this Site. All Material on this Site from the UNDP appears subject to the present Terms and Conditions.

(c) Unless expressly stated otherwise, the findings, interpretations and conclusions expressed in the Materials on this Site are those of the various UNDP staff members, consultants and advisers to the UNDP who prepared the work and do not necessarily represent the views of the UNDP, the United Nations or its Member States.

(d) UNDP procurement activities are guided by policies and procedures set out in various documents, including the procurement chapter of the UNDP's Programme and Operations Policies and Procedures. Please also read carefully all instructions, terms and conditions or requirements contained in the Site.

Disclaimers

Materials provided on this Site are provided "as is", without warranty of any kind, either express or implied, including, without limitation, warranties of merchantability, fitness for a particular purpose and non-infringement. The UNDP specifically does not make any warranties or representations as to the accuracy or completeness of any such Materials. The UNDP periodically adds, changes, improves or updates the Materials on this Site without notice. Under no circumstances shall the UNDP be liable for any loss, damage, liability or expense incurred or suffered that is claimed to have resulted from the use of this Site, including, without limitation, any fault, error, omission, interruption or delay with respect thereto. The use of this Site is at the User's sole risk. Under no circumstances, including but not limited to negligence, shall the UNDP or its affiliates be liable for any direct, indirect, incidental, special or consequential damages, even if the UNDP has been advised of the possibility of such damages.

The User specifically acknowledges and agrees that the UNDP is not liable for any conduct of any User.

This site may contain advice, opinions and statements of various information providers. The UNDP does not represent or endorse the accuracy or reliability of any advice, opinion, statement or other information provided by any information provider, any User of this Site or any other person or entity. Reliance upon any such advice, opinion, statement, or other information shall also be at the User's own risk. Neither the UNDP nor its affiliates, nor any of their respective agents, employees, information providers or content providers, shall be liable to any User or anyone else for any inaccuracy, error, omission, interruption, deletion, defect, alteration of or use of any content herein, or for its timeliness or completeness, nor shall they be liable for any failure of performance, computer virus or communication line failure, regardless of cause, or for any damages resulting therefrom.

As a condition of use of this Site, the User agrees to indemnify the UNDP and its affiliates from and against any and all actions, claims, losses, damages, liabilities and expenses (including reasonable attorneys' fees) arising out of the User's use of this Site, including, without limitation, any claims alleging facts that if true would constitute a breach by the User of these Terms and Conditions. If the User is dissatisfied with any Material on this Site or with any of its Terms and Conditions of Use, the User's sole and exclusive remedy is to discontinue using the Site.

This Site may contain links and references to third-party web sites. The linked sites are not under the control of the UNDP, and the UNDP is not responsible for the content of any linked site or any link contained in a linked site. The UNDP provides these links only as a convenience, and the inclusion of a link or reference does not imply the endorsement of the linked site by the UNDP.

Event Details (cont.)

Procurement Notice

Event ID	Format	Type	Page
GNB10-0000005367	Sell	RFx	9
Event Round	Version		
1	1		
Event Name			
AIR TRAVEL SERVICES LTA FOR GNB10			
Start Time		Finish Time	
02/12/2020 13:35:00 CET		03/06/2020 05:59:00 CET	

Bidder: PUBLIC EVENT DETAILS

Submit To: Guinea-Bissau
UNDP Office in Guinea-Bissau
RUE RUI DJASSI
BISSAU BS
Guinea-Bissau

Contact: Ariosvaldo DA SILVA CO
Phone:
Email: ariosvaldo.silva@undp.org

Event Currency: US Dollar
Bids allowed in other currency: Yes
Bid Currency:

If this Site contains bulletin boards, chat rooms, access to mailing lists or other message or communication facilities (collectively, "Forums"), the User agrees to use the Forums only to send and receive messages and materials that are proper and related to the particular Forum. By way of example and not as a limitation, the User agrees that when using a Forum, he or she shall not do any of the following:

- (a) Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- (b) Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent or unlawful material or information;
- (c) Upload or attach files that contain software or other material protected by intellectual property laws (or by rights of privacy and publicity) unless the User owns or controls the rights thereto or has received all consents therefore as may be required by law;
- (d) Upload or attach files that contain viruses, corrupted files or any other similar software or programs that may damage the operation of another's computer;
- (e) Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded;
- (f) Falsify the origin or source of software or other material contained in a file that is uploaded;
- (g) Advertise or offer to sell any goods or services, or conduct or forward surveys, contests or chain letters, or download any file posted by another user of a Forum that the User knows, or reasonably should know, cannot be legally distributed in such manner.

The User acknowledges that all Forums and discussion groups are public and not private communications. Further, the User acknowledges that chats, postings, conferences, e-mails and other communications by other Users are not endorsed by the UNDP, and that such communications shall not be considered to have been reviewed, screened or approved by the UNDP. The UNDP reserves the right to remove, for any reason and without notice, any content of the Forums received from Users, including, without limitation, e-mail and bulletin board postings.

Preservation of immunities

Nothing herein shall constitute or be considered to be a limitation upon or a waiver of the privileges and immunities of the UNDP or the United Nations, which are specifically reserved.

General

The UNDP reserves its exclusive right in its sole discretion to alter, limit or discontinue the Site or any Materials in any respect. The UNDP shall have no obligation to take the needs of any User into consideration in connection therewith.

The UNDP reserves the right to deny in its sole discretion any user access to this Site or any portion thereof without notice.

No waiver by the UNDP of any provision of these Terms and Conditions shall be binding except as set forth in writing and signed by its duly authorized representative.

Event Details (cont.)

Procurement Notice

Event ID	Format	Type	Page
GNB10-0000005367	Sell	RFx	10
Event Round	Version		
1	1		
Event Name			
AIR TRAVEL SERVICES LTA FOR GNB10			
Start Time		Finish Time	
02/12/2020 13:35:00 CET		03/06/2020 05:59:00 CET	

Event Currency: US Dollar
Bids allowed in other currency: Yes
Bid Currency:

Bidder: PUBLIC EVENT DETAILS
Submit To: Guinea-Bissau
UNDP Office in Guinea-Bissau
RUE RUI DJASSI
BISSAU BS
Guinea-Bissau
Contact: Ariosvaldo DA SILVA CO
Phone:
Email: ariosvaldo.silva@undp.org