

INVITATION TO BID (ITB)

LONG TERM AGREEMENT (LTA) FOR PROVISION OF TRAVEL MANAGEMENT SERVICES

Clarification Questions Received Via procurement.tt@undp.org

Question 1:

Management fees- Is this a fixed fee on all itineraries and is it dependant on the destination??

Response 1:

Management Fees is a fixed fee on all itineraries and is not dependant on the destination. Please see FORM F: Price Schedule Form.

Question 2:

The date of travel requested for quotes (6th March 2020) is not available to price business class bookings. This is due to the return after carnival.

The next available date is March 23rd, 2020 onwards. Please let us know if we can use available dates.

Response 2:

The travel date has been changed to 3rd April 2020.

All quotations for tickets should be sourced in the Offeror's ticketing system between the 17th to the 21st February 2020. These prices should be documented/supported with the quotations for tickets sent through the reservation system used by the Travel Agency.

The Offeror shall indicate in the Price Schedule, the total cost for booking tickets for travel commencing **3rd April 2020** for round trips/return journeys of two (2) weeks.