

INVITATION TO BID (ITB)

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

Clarification Questions Received Via procurement.tt@undp.org
Part 3

Question 4:

Clarification is sought re F. Management Reporting System (in the Terms of Reference document) which states: Travel Agency shall submit the following reports to the respective UN Agencies? Are 9 sets of monthly and quarterly reports required?

Response 4:

UNDP is the administrator of the LTA and as such, only one set of reports is required. All agencies are to be identify individually in the reports (example below) but the report sent to UNDP.

Year 2019

UN AGENCIES	AIR TRAVEL	
	# of trips	Total amount
PAHO	277	1,451,044.81
FAO	201	246,794.96
ILO	290	1,789,614.42
UN ECLAC	-	-
UNDP	220	817,450.21
UNFPA	32	133,469.56
UNHCR	169	971,394.67
TOTAL	1189	5,409,768.63