



*Empowered lives.
Resilient nations.*

INVITATION TO BID- Establishment of LTA (Long term Agreement) for Provision of Travel Management Services to UNDP in Mozambique

ITB No.: 001_2021

Project: UNDP

Country: Mozambique

Issued on: 12 March 2021

Contents

Section 1. Letter of Invitation	4
Section 2. Instruction to Bidders	5
A. GENERAL PROVISIONS	5
1. Introduction	5
2. Fraud & Corruption, Gifts and Hospitality	5
3. Eligibility	5
4. Conflict of Interests	6
B. PREPARATION OF BIDS	6
5. General Considerations	6
6. Cost of Preparation of Bid	6
7. Language	6
8. Documents Comprising the Bid	6
9. Documents Establishing the Eligibility and Qualifications of the Bidder	7
10. Technical Bid Format and Content	7
11. Price Schedule	7
12. Bid Security	7
13. Currencies	8
14. Joint Venture, Consortium or Association	8
15. Only One Bid	8
16. Bid Validity Period	9
17. Extension of Bid Validity Period	9
18. Clarification of Bid (from the Bidders)	9
19. Amendment of Bids	9
20. Alternative Bids	9
21. Pre-Bid Conference	10
C. SUBMISSION AND OPENING OF BIDS	10
22. Submission	10
Hard copy (manual) submission	10
Email and eTendering submissions	10
23. Deadline for Submission of Bids and Late Bids	10
24. Withdrawal, Substitution, and Modification of Bids	11
25. Bid Opening	11
D. EVALUATION OF BIDS	11
26. Confidentiality	11
27. Evaluation of Bids	11
28. Preliminary Examination	12
29. Evaluation of Eligibility and Qualification	12

30. Evaluation of Technical Bid and prices	12
31. Due diligence	12
32. Clarification of Bids	12
33. Responsiveness of Bid	13
34. Nonconformities, Reparable Errors and Omissions.....	13
E. AWARD OF CONTRACT.....	13
35. Right to Accept, Reject, Any or All Bids	13
36. Award Criteria	13
37. Debriefing.....	14
38. Right to Vary Requirements at the Time of Award.....	14
39. Contract Signature	14
40. Contract Type and General Terms and Conditions.....	14
41. Performance Security	14
42. Bank Guarantee for Advanced Payment	14
43. Liquidated Damages	14
44. Payment Provisions	14
45. Vendor Protest	14
46. Other Provisions	15
Section 3. Bid Data Sheet	16
Section 4. Evaluation Criteria	20
Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities	6
Section 5b: Other Related Requirements	8
Section 6: Returnable Bidding Forms / Checklist	9
Form A: Bid Submission Form.....	10
Form B: Bidder Information Form.....	11
Form C: Joint Venture/Consortium/Association Information Form	13
Form D: Eligibility and Qualification Form	14
Form E: Technical Bid FORMAT.....	16

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) 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
- 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

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 by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to procurement.mz@undp.org indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, once logged-in. 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 as the focal point for queries on this ITB.

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

Issued by



Name: Martin Boben

Title: Head of Procurement Unit

Date: **March 12, 2021**

Approved by:



Name: Diego Alves

Title: Operations Manager

Date: **March 12, 2021**

Section 2. Instruction to Bidders

GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
	1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.
	1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
	2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3 In pursuance of this policy, UNDP: <ul style="list-style-type: none"> (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>
6. Cost of Preparation of Bid	<p>6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Bid	<p>8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS:</p>

	<p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Bid;</p> <p>c) Price Schedule;</p> <p>d) Bid Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Bid.</p>
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
11. Price Schedule	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
12. Bid Security	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</p> <p>b) In the event the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>ii. to furnish the Performance Security, insurances, or other documents that</p>

	UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <p>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</p> <p>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or</p> <p>b) any one of them receive or have received any direct or indirect subsidy from the</p>

	<p>other/s; or</p> <p>c) they have the same legal representative for purposes of this ITB; or</p> <p>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process;</p> <p>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>

21. Pre-Bid Conference	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>
C. SUBMISSION AND OPENING OF BIDS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> Bear the name of the Bidder; Be addressed to UNDP as specified in the BDS; and Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</p> <p>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</p> <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p>

	23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders’ names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP’s decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP’s vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done) a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focused on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>

28. Preliminary Examination	28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Bids	32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its

	<p>discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Bids	<p>35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
36. Award Criteria	<p>36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.</p>

37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html

46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>
-----------------------------	--

Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	Portuguese or English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	<p>Will be Conducted</p> <p>Date: March 24, 2021 10:00 AM</p> <p>Venue: ZOOM</p> <p>The UNDP focal point for the arrangement is: Procurement Unit E-mail : procurement.mz@undp.org</p>
5	16	Bid Validity Period	90 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required

10	12	Currency of Bid	Meticais or US Dollar - For evaluation purposes bid prices expressed in different currencies shall be converted in: [US Dollars] The source of exchange rate shall be: [UN Exchange Rate]The date for the exchange rate shall be [UN Exchange rate for the month which bids are submitted]
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit Address: UNDP E-mail address: procurement.mz@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Posted directly to eTendering Supplemental Information will be uploaded to the system (Atlas-E-tendering System). Once uploaded, bidders who accepted Tender Invitation will be notified automatically by a system that changes have occurred. It is the responsibility of the bidders to view the respective changes and clarifications in the system. Note: The Subject Line Email Should read:
14	23	Deadline for Submission	5 April 2021, 14:00 New York Time
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	<u>[Through E-tendering following the below steps</u> Please note that Proposals must be submitted electronically (through Etendering method), following the Instructions Below and thereafter accessing the Event ID#: MZ0023 <i>Please note that this procurement process is being conducted through online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. If already registered, sign in using your username and password. Use “Forgotten password” link if you do not remember your password. Do not create a new profile. If you have never registered in the system before, you can register by visiting the link below and entering the following login details.</i> https://etendering.partneragencies.org

			<p><i>Username: event.guest</i></p> <p><i>Password:</i></p> <p><i>Please note:</i></p> <p><i>1. It is strongly recommended to create your username with two parts, your first name and last name separated by “.”, similar to the one shown above.</i></p> <p><i>2. Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password, please bear in mind that your new password should meet the following criteria:</i></p> <ul style="list-style-type: none"> <i>• Minimum 8 characters</i> <i>• At least one UPPERCASE LETTER</i> <i>• At least one lowercase letter • At least one number</i> <p><i>You can participate in the bid event only if you have registered in the system.</i></p> <p>The tender can also be accessed through: http://procurement-notice.undp.org/; but submission would have to be online using the below etendering platform and event ID https://etendering.partneragencies.org</p>
16	22	Electronic submission (eTendering) requirements	e-Tendering
17	25	Date, time and venue for the opening of bid	Being an eTendering Event, bidders will also receive automatic notifications once bids are opened.
18	27, 36	Evaluation Method for the Award of Contract	<p>Non-Discretionary “Pass/Fail” Criteria on the Technical Requirements; and</p> <p><input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid</p>

19		Expected date for commencement of Contract	<i>April 30, 2020</i>
20		Maximum expected duration of contract	Two years with possible extension for one additional period of one year each upon annual satisfactory performance
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	Contract for Goods and/or Services for/to UN Entities http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the ITB	<p>Other UN Agencies may decide to piggyback on the contracts established where a separate contract may be issued by the relevant UN Agency.</p> <p>UNDP will contact LTA holder through emails to obtain prices for travel itineraries to ensure value for money. The Contractor should provide 1 to 3 alternate routes (if applicable – International Flight ie ...) as requested by UNDP for most direct and economical routes, unless otherwise specified by UNDP. Subsequent Purchase Order (PO) will be issued for the tickets to the lowest priced.</p>

SECTION 4. EVALUATION CRITERIA

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:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	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.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, 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.	Form A: Technical Proposal Submission Form
IATA membership	Vendor is a registered member of the International Air Transport Association – IATA Valid License	Evidence of membership
Travel booking ERP	Being the holder of a valid certificate of an ERP for ticket booking (AMADEUS, GALILEO, etc.)	Valid license to operate

QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor,

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar nature and complexity implemented over the last 5 years. <ul style="list-style-type: none"> • <i>Provide three satisfaction/ performance report from the top three clients (including volume of business)</i> • <i>minimum one positive recommendation from international organizations (embassies, UN Agency, or multinational corporations).</i> 	Form D: Qualification Form
Financial Standing	(For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Form D: Qualification Form
	Minimum average annual turnover of USD 250,000 for the last 3 years.	Form D: Qualification Form
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on simulation cost for expected travel according instructions in Form F. Transaction fixed fee and airline discounts as per the information provided in Section 5 will be contractual. The transaction fee shall cover all profits, overheads, and all associated costs for the ticket; all potential discounts given to the Contractor by the airline carriers shall be passed on to UNDP.	Form F: Price Schedule Form

including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

SECTION 5. TERMS OF REFERENCE

BACKGROUND

UNDP Mozambique Country Office wishes to enter into a Long Term Agreements (LTAs) with one competent Travel Agencies to provide travel management services. Other UN Agencies within Mozambique may piggy-back on UNDP LTA to establish their LTAs for Travel Management Services in line with their internal rules and procedures.

Travel, as referred to in the TOR, shall apply to all journeys of UNDP/UN staff from one place to another for official business purposes. These official purposes include, but are not be limited to the following:

- Official missions, meetings and various events;
- Interviews of applications / Candidates for employment;
- Appointment and repatriation of staff and family members;
- Home leaves, emergency travels and educational leaves; and
- Visit to project sites, by either UNDP staff, Government and counterparts, or other entities involved in execution of various UN-funded undertakings;

The travel statistics show that the average travel cost for the last three years by UNDP Mozambique is approx. **USD 650,000**, (ii) and UNDP's most frequent used airlines are: TAP, LAM,KENYA AIRWAYS, ETHIOPIAN AIRWAYS,TURKISH AIRWAYS,QATAR AIRWAYS, SA,....

TRAVEL SERVICE REQUIREMENTS

It is expected that winning bidders will provide mainly air ticketing service. Other services such as airport transfer, hotel reservation and related services (visa services, travel insurance on lost luggage, car rental arrangements, etc.) may be also required on an on-call basis by UNDP.

Remuneration of the Contractors shall be based on transaction fees and all discounts from airlines shall be passed to UNDP. Moreover, selected Contractors on behalf of UNDP will negotiate and establish corporate agreements with frequently used airlines.

The successful travel agents shall render the following high-quality services to all the officials/staff of the UNDP, including their dependents and other travelers authorized/accredited under UNDP:

1. Reservation and Ticketing Services:

- a. Upon request for booking/reservation, the travel agents shall immediately:
 - ❖ Provide a fully discounted quotation(s) from airlines along with the travel charges showing as separate line items, in accordance with entitlements as per UNDP travel policies or Travel Authorizations and obtain three options, or less depending on available options and as may be requested during the email quotation request. Transit visa if required for any options must be included in the bookings. UNDP will conduct

periodic/random spot checks to verify application of discounts and ensure value for money against market prices;

- ❖ Fare quotation should be delivered to the requesters within 6 hours for urgent requirements or as per response timeline mentioned in the email quotation request through email;
- b. In the event that required travel arrangements cannot be confirmed, the travel agency shall notify the requester of the problem and present alternative routings/quotations/dates for the traveler's consideration;
- c. For wait-listed bookings, travel agency shall provide daily feedback on status of flight and continuously endeavor to secure confirmation until it is obtained;
- d. Upon receipt of UNDP authorization to issue tickets, the Travel agency shall promptly and accurately issue tickets and detailed itineraries showing the accurate status of the airline on all segments of the journey. **The issued tickets must be from the airline operating the flights showing ticket fares and associated taxes and fees; not from the travel agent.** Ticket class must be the same as the ticket class in the booking confirmed by UNDP.
- e. Travel agency shall accurately and in a timely manner advise requesters of ticketing deadlines and other relevant information every time reservations are made, in order to avoid cancellations of bookings;
- f. Provide the same level of service for rebooking, reissuance and refund requirements;
- g. Advise UNDP on market practices and trends that could result in further savings for the UNDP;
- h. Monitor and give feedback regarding refund. Refund must not take more than 3 months to process;
- i. Obtain and maintain travelers phone numbers and email contacts;
- j. Monitor outbound and inbound flights to advise travelers of schedule changes, required transit visa and ensure protection for cancelled, delayed, diverted and misconnected flights;
- k. Explain in writing all restrictions and limitations when using special fares.

2. *Flight Cancellations/Rebooking and Refunds:*

Travel agents shall:

- a. process duly authorized flight changes/cancellations as and when required to avoid cancellation fees and charges imposed by the airlines;
- b. immediately process airline refunds for canceled travel requirements/unutilized pre-paid tickets and credit these to UNDP as expeditiously as possible;
- c. Refund tickets within a maximum of three (3) months only; and
- d. Limit refund charges at airline rates only, i.e., no additional charges will accrue to the

travel agents.

3. Travel Information/Advisories:

Travel agents shall:

- a. Inform travelers, upon booking confirmation, of flight/ticket restrictions, involuntary stop -overs, hidden stops, required transit visa and other possible inconveniences of the itinerary;
- b. Provide travelers with online and offline relevant information on official destinations (e.g., airport transfers/land transportation facilities, currency restrictions/regulations, health advisories, security advisories, weather conditions, etc.);
- c. Notify travelers of airport closures delayed or canceled flights, security procedures, health precautions, as well as other changes that will affect or will require preparations from the travelers, sufficiently before departure time;
- d. Provide travelers with quick reference for requested destinations.
- e. Documents/information on changes and updates on airline rates, promotions, policy changes, etc., immediately upon the Travel Agency's receipt of such document/information

4. Required Service time:

The successful travel agents are required to provide eight (8) hours full service without interruption from 800 hrs to 1200 hrs and from 1300 hrs to 1700 hours Sunday through Thursday on all UNDP working days and 24 hours access in the case of emergencies to provide necessary supports required by UNDP.

5. Management Reporting System:

Travel Agents shall submit the following reports/documents:

#	Reports	Due dates	Receivers	Available templates
1	Monthly reports of all tickets issued to UNDP	Date 7 for previous month report	UNDP travel focal point	Annex 1
2	UNDP data travel quarterly reports	Within 1 st week after completion of the quarter.	UNDP	Annex 2

6. Availability of other Services as May Be Requested:

Travel agents, where applicable and upon request of the travelers, shall provide other services including, but not limited to, the following:

- a) Preferred seating arrangements/upgrades
- b) Travel insurance (for UNDP Guest travelers only)

- c) Excess/Lost baggage

7. MONITORING AND QUALITY ASSURANCE

- UNDP travel focal points shall perform inspection of services, including but not limit to:
 - a) checking if the tickets sent to UNDP are from the airline operating the flights with ticket fares and associated taxes, fees;
 - b) verification of the ticket class indicated in the ticket and in the confirmed booking;
 - c) checking ticket fares with website fares for the same ticket class and itineraries
 - d) checking service charge rates.

Frequency of deviation from the competitive rates in the market and in the contract shall be factored into the annual performance review and will be considered as ground for LTA discontinuation;

- Quarterly meetings will be arranged between the selected travel agents and the UNDP travel focal points to review the service quality of the travel agents, discuss any deficiencies found and corrective actions to be taken;
- Contract administration and performance assessment will based on the Service Level required by the UNDP – Annex 3.
- Standard Operation Procedures (SOP) on buying tickets and payment is attached in Annex 4.

8. DUTY STATION

The LTA holders are expected to have an office in Maputo.

9. COMPENSATION SCHEME AND PAYMENT TERMS

Travel agents shall generate its income mainly on a per-ticket issuance fee;

For official travels, the selected travel agents will work directly with UNDP travel points for payment. Payment will be made monthly by UNDP upon receiving and acceptance of:

- Official request for payment from the contractor
- Official invoice from the contractor to UNDP
- Summary of tickets issued, ticket fares with associated service fees

For personal travel services, the travelers will directly contact and settle payment with the travel agents.

10. REQUIREMENT FROM THE TRAVEL AGENCY

The successful Travel Agencies shall be required to devote personnel with the following minimum qualifications:

- a) One proposed Client Manager with adequate authority to make decisions for the timely resolution of problems (need not be 100% dedicated to UNDP Account but visiting regularly and be available on demand) ;
- b) One proposed Travel Expert, for providing quotations and issuing tickets, with a minimum 5 five years of practical experience in the management of travel services, in operating the automated reservation and ticketing systems;
- c) One proposed alternate Travel Expert as a contingency replacement plan to be enforced during periods of illness and vacations of its personnel in order to maintain full service at all times under the contract.
- d) In the case of emergencies (e.g. evacuations, war, etc.), the travel expert shall maintain operations necessary to support UNDP;
- e) 24 hours a day access of emergency service and necessary delivery of tickets as required by UNDP Mozambique.

Minimum qualification for the required key personnel:

a. Client Manager - 1 CV required

- The Client Manager should have at least seven (7) years of account management experience with a strong operational background.
- Strong Global Distribution System (GDS) knowledge and experience;
- Ability to manage up and set expectations to manage work flow;
- Strong consultation and liaison skills;
- Excellent communication skills.
- Experience in identifying and implementing process opportunities and generating process improvement ideas.
- Good communication written and spoken English and Dari/Pashto.

b. Travel Expert(s) (including the alternate) - 2 CVs required

- Minimum of five (5) years of corporate travel reservations experience with minimum three (3) years of international travel;
- Experience in handling request for visa management;
- Ability to understand and effectively utilize technology via the web or TMC reporting tools;
- Strong GDS skills.
- Experience with TMC reporting tools.
- Experience of working with International travelers, comfortable with English and good communication skills

UNDP has the right to reject the newly nominated travel expert if found to be incompetent to handle the management of the travel services. In the event of failing to assign experienced personnel, UNDP Afghanistan shall have the right to terminate the LTA.

Other expertise needed and facilities required shall be sourced from the existing capacity of the Travel Agency.

LIST OF ANNEXES ATTACHED TO THE TOR

- Annex 1 - Monthly report template for payment
- Annex 2 - Template for UNDP Travel data quarterly report
- Annex 3 - Service Level required by UNDP
- Annex 4 - SOP on tickets and payments
- Annex 5 - UNDP Travel Data in the past year

ANNEX 1 - MONTHLY REPORT TEMPLATE FOR PAYMENT

Submission: within day 7 of the following month

TO: UNDP

Received at UNDP by Date:

Invoice Duration for:

TEL: [name], UNDP Travel Focal Point

ATTN: Name of UNDP Travel Focal Point

EMAIL:
INVOICE

		ISSUING DATE	BOOKING CODE	TICKET (DOMESTIC, INT'L)	TRAVEL START DATE	TRAVEL FINISH DATE	TRAVELER NAME	CATEGOR Y S staff;E guest;	UNDP	PROJECT ID	TAX CODE	ROUTE	AIRPORT CODE	MILEAGE (Km)	TICKET NUMBER	AIR- LINE	TRAVEL CLASS (Y/W/Z...)	Market fare	Discount amount	CA Airfare, Price	VAT	Airport	Surcharge fee	Currency	Service charge (VND)	Exchange	Total (USD)	NOTE
1																												
2																												

Signed and Stamped by UNDP Travel Focal Point

Date

REPORT PERIOD

ANNEX 3 - SERVICE LEVEL REQUIRED BY UNDP

(UNDP shall, at minimum, conduct performance assessment on an annual basis for the services provided as per the following table)

Service Categories	Services with required level	Meet UNDP requirement	Remarks to support ratings
Reservation	1. Bookings from all airlines having cooperative agreements with UNDP and other airlines operating the route provided (three or less depending on available options)	<input type="radio"/> Yes <input type="radio"/> No	
	2. Correct and accurate Bookings in accordance with UNDP travel policy and travel authorization	<input type="radio"/> Yes <input type="radio"/> No	
	3. Bookings (with ticketing deadlines, all restrictions, possible inconveniences of the itinerary) delivered within 6 hours for urgent requirements or as per response timeline mentioned in the email quotation request through email	<input type="radio"/> Yes <input type="radio"/> No	
	4. Reminding deadlines to issue tickets (1-2 days before the deadlines)	<input type="radio"/> Yes <input type="radio"/> No	
	5. Daily feedback on status of wait-listed bookings until confirmation is obtained	<input type="radio"/> Yes <input type="radio"/> No	
	6. Timely advise travelers of schedule changes (immediately upon receiving such changes)	<input type="radio"/> Yes <input type="radio"/> No	
Ticket fares	6. Competitive fares offered (fares upon verified by UNDP remain competitive)	<input type="radio"/> Yes <input type="radio"/> No	
	7. Accurate tickets issued	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
	8. Ticket refunds to be made in the next payment schedule	<input type="radio"/> Yes <input type="radio"/> No	
Advisory service	9. Maintain travelers' phone numbers and email contacts	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	

Service Categories	Services with required level	Meet UNDP requirement	Remarks to support ratings
	10. Timely notify travelers of airport closures delayed or canceled flights, security procedures, health precautions, as well as other changes that will affect or will require preparations from the travelers, sufficiently	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
	11. Timely provide UNDP documents/information on changes and updates on airline rates, promotions, policy changes, etc. (immediately upon receiving such information)	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
Dedicated travel personnel	12. Good travel expertise and skill of the dedicated travel personnel	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
	13. Good English communication skill of the dedicated travel personnel	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
	14. Effective back up support	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
	15. Service oriented attitude	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
Report/Billing	16. Accurate monthly report for payment submitted in timely manner (Date 7 for the previous month)	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
	17. Accurate invoices submitted	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
	18. Accurate and timely UNDP data reports submitted	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	

Service Categories	Services with required level	Meet UNDP requirement	Remarks to support ratings
	19. Full service accessibility: Eight (8) hours services provided during UNDP work days. Calls are attended after three rings and email requests are attended within 6 hours . 24 hours access in case of emergencies to provide necessary supports required by UNDP	<input type="radio"/> Yes <input type="radio"/> No	

ANNEX 4 - STANDARD OPERATING PROCEDURES (SOP)-ON TICKETS AND PAYMENTS				
Step	Task	Responsibility	Means of Communication/ Operation	Notes/Processing Time
I	Air bookings			
1	<p>UNDP Travel Focal Points send air bookings to the travel agents:</p> <ul style="list-style-type: none"> - traveler's name; - itinerary and dates, class - traveler's personal requests of dates, extra travel cities if any. 	UNDP Travel Focal Points (TFPs)	Email; For urgent travels follow up by phone	<p>Immediately upon receiving the request:</p> <ul style="list-style-type: none"> - <u>For domestic tickets:</u> Request is sent to the selected travel agents for UNDP at the same time; In case of low response from one travel agent, service from the other travel agent(s) will be used for domestic tickets; - <u>For international tickets:</u> Request should be sent to the selected travel agents at the same time; to get the lower priced quotation meeting UN requirements.

2	<ul style="list-style-type: none"> - Provide booking options from all airlines which UNDP has cooperate agreements and other airlines operating the route, in accordance with entitlements as per UNDP travel policies or Travel Authorizations, request from TFPs; - Obtain minimum three options or less depending on available options. Transit visa if required for any options must be included in the bookings; - Send bookings to TFPs 	Travel agents	On its booking system and Email	<p>Immediately upon receiving the request and inform TFPs within 3 hours or latest within the same day of request thru email;</p> <p>Booking information <u>should include</u> flight/ticket restrictions, involuntary stop-overs, hidden stops, required transit visa and other possible inconveniences of the itinerary; <i>Travel agency shall accurately and in a timely manner advise requesters of ticketing deadlines and other relevant information every time reservations are made, in order to avoid cancellations of booking</i></p>
3	<ul style="list-style-type: none"> - Check/compare the booking options provided by both travel agents for international tickets; - Inform the travel agent who provides the lower priced option to keep the booking; - Ask the travel agent who provides the higher priced option to cancel the booking on its system to avoid duplicated booking 	UNDP TFPs	Email	<p>Personal booking if any is coordinated directly between the travelers and the travel agents;</p> <p>UNDP pay the official booking's fare or the actual personal fare up to the amount of the official fare;</p> <p>The travel agents collect the fare difference if any directly from the travelers requesting personal booking's dates</p>
4	<ul style="list-style-type: none"> - In case the travel arrangements cannot be confirmed, UNDP TFPs and travelers should be notified of the problem and proposed alternative routings/quotations/dates for the traveler's consideration; - For wait-listed bookings, daily feedback on status of flight should 	Travel agents	Email; phone calls	<p>Since the bookings options are sent until the final booking can be confirmed;</p> <p><i>In case by deadlines of the bookings, all requirements are not available yet, the travel agents keep renewing the bookings and inform the</i></p>

5	Request ticket issuance after checking all necessary Requirements	UNDP TFPs	Email	As soon as the ticket can be confirmed
6	Issue tickets as per UNDP TFPs requests	Travel agents	Email with e-ticket (link and/or attachment)	<p>Tickets should be accurately issued with detailed itineraries showing the accurate status of the airline on all segments of the journey;</p> <p>The issued tickets must be from the airline operating the flights with ticket fares and associated taxes, fees, not from the travel agent.</p> <p>Ticket class must be the same as the ticket class in the booking confirmed by UN.</p>
7	<ul style="list-style-type: none"> - Check if the tickets sent to UNDP are from the airline operating the flights with ticket fares and associated taxes, fees; - Verify the ticket class indicated in the ticket and in the confirmed booking; - Check the ticket fares with website fares for the same ticket class and itineraries especially for domestic tickets; 	UNDP TFPs	Email	<p><u>Immediately upon receiving the issued tickets</u> and send feedbacks to the travel agent as soon as possible if there is any problem</p>

8	<p>- Provide travelers with online and offline relevant information on official destinations (e.g., airport transfers/land transportation facilities, currency restrictions/regulations, health advisories, security advisories, weather conditions, etc.);</p> <p>- Notify travelers of airport closures delayed or canceled flights, security procedures, health precautions, as well as other changes that will affect or will require preparations from the travelers, sufficiently before departure time;</p> <p>- Provide travelers with quick reference for requested destinations;</p>	Travel agents	Email	Since the ticket is issued until the flights complete.
9	<p>In case of <u>ticket change/cancellation:</u></p> <p>a. process duly authorized flight changes/cancellations when and as required to avoid cancellation fees and charges imposed by the airlines;</p> <p>b. immediately process airline refunds for canceled travel requirements/unutilized pre-paid tickets and credit these to the UNDP as expeditiously as possible;</p> <p>c. Refund tickets within a maximum of three (3) months only; and</p> <p>d. Limit refund charges at airline rates only, i.e., no additional charges will accrue to the travel agents.</p>	Travel agents	Email with e-ticket (link and/or attachment)	<i>Provide the same level of service for rebooking, reissuance and refund requirements</i>

II	Invoicing, Payments			
1	Send monthly reports of all tickets issued	Travel agents	Email; excel file	By the 7th for previous month report;

2	UNDP travel focal points check accuracy of the reports and send back to the travel agents of notes until the reports are agreed upon	UNDP travel focal points and the travel agents	Email, telephone	After 04 working days; Final reports should be sent via email;
3	The travel agents send original invoices to the UNDP travel focal points	UNDP travel focal points and the travel agents	Original invoices	
4	The UNDP travel focal points check invoices once more, attach due authorizations and sends invoices to finance for payments	The UNDP travel focal points; UNDP finance staff	Original invoices	Payment within 30 days upon acceptance of the original invoice

Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

S/N	Destinations and class	Estimated frequency of Travel in One year
	Frequently used domestic routes	
1	Inhambane	30
2	Beira	60
3	Chimoio	50
4	Tete	60
5	Quelimane	60
6	Nampula	60
7	Pemba	60
8	Lichinga	30
	Frequently used routes in Africa	
9	Nairobi	10
10	Addis Ababa	10
11	Cape Town	5
12	Johannesburg	10
13	Accra	2
14	Kampala	1
15	Cairo	1
	Frequently used routes in America	
16	New York	5
	Frequently used routes in Europe	
17	Bonn	5
18	Copenhagen	10

TOTAL	469
--------------	------------

Frequently Travelled Geopolitical Routes, Region, countries				
Africa	Europe	Middle East	America	Asia
Angola	Portugal,	United Arab Emirates	United States	Japan
Ethiopia	United Kingdom	Qatar	Canada	South Korea
South Africa	Germany		Brazil	China
Kenya	Denmark			
Zambia	Turkey			
Zimbabwe	France			
Ghana				
Uganda				
Egypt				

Section 5b: Other Related Requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

After-sale services Requirements	<input checked="" type="checkbox"/> Technical Support
Payment Terms	100% within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<input checked="" type="checkbox"/> Others - Issuance of ticket and submission of invoice <input checked="" type="checkbox"/> Written Acceptance of services based on full compliance with ITB requirements

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form F: Format of Financial Bid	<input type="checkbox"/>
▪ [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
-------------------------------	--------------------------

Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	[Complete]
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may contact for requests for clarifications during Bid evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to

the goods and/or services being procured

- Certificate of Incorporation/ Business Registration
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- Copy of IATA Certificate
- Local Government permit to locate and operate in assignment location, if applicable
- Supporting documents of discount agreement with the airline agency as reflected in the financial proposal

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☒ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Technical Mandatory Requirements

Bidder's proposed services MUST meet the following specifications to be considered for price evaluation⁴.

	Mandatory Requirements (Non-Discretionary "Pass/Fail" Criteria)	Bidder Responses		
		<i>Yes, we comply</i>	<i>No, we cannot comply</i>	<i>Comments (Please provide a brief description)</i>
1	Able to provide all mandatory services as per TOR (except for Optional Services) .			
2	Accredited IATA (Billing Settlement Payment/ International Air Transportation Association) Travel Agent – Valid License (copy of IATA membership and one recommendation from IATA Air Carrier is required).			
3	Employs competent and experienced travel consultants, especially in ticketing and fare computations, as evidenced by their track record in their curriculum vitae (please refer to Section 5 TOR, and provide CVs of key personnel as required) .			
4	Maintains facilities of GDS (Global Distr. System, i.e. Amadeus, Galileo, World Span, etc.).			
5	Able to guarantee the delivery services in accordance with the Performance Standards and Service Level Guarantees as provided in TOR and its annexes.			

	Mandatory Requirements (Non-Discretionary “Pass/Fail” Criteria)	Bidder Responses		
		<i>Yes, we comply</i>	<i>No, we cannot comply</i>	<i>Comments (Please provide a brief description)</i>
6	Contractor shall have minimum one positive recommendation from international organizations (embassies, UN Agency, or multinational corporations).			
7	All Provisions of the UNDP General Terms and Conditions are accepted.			

SECTION 1: Bidder’s qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization’s commitment to sustainability.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none"> ■ ame of institution: [Insert] ■ ate of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

 Signature of Personnel

 Date (Day/Month/Year)

FORM F: Price Schedule Form (Financial Proposal Format)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any. Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately if applicable

Currency of the Bid: [Insert Currency]

Price Schedule

NB:

Price will be considered for a flexible economic class round ticket departure from Maputo, on _____ with return at the latest on _____ (flexibility +/- 3 days for the best price. Ticket price and taxes are indicatives for evaluation, the discount rate and the travel agency costs of services will be contractual.

Below named destinations to and from Maputo, are merely indicative and do not preclude other destination cities, countries or continents. The travel Management Agent must possess the necessary capabilities to offer quotes from many different airlines to various locations.

N°	Destinations and class	Estimated frequency of Travel in One year	Name of Airlines	Base Fare excluding taxes, if any (USD)	Taxes if any (USD)	Travel agency discount to UN per Ticket (%)	Services Charges on Ticket, if any (USD)	Total Cost per Ticket (USD) - $I = (E+F) - ((E+F) * G) + H$	Total Cost $J=C*I$
A	B	C	D	E	F	G	H	I	J
Frequently used Routes - Domestic Flight in Mozambique									
1	Inhambane	30			\$ -	0%	\$ -	\$ -	\$ -

2	Beira	60			\$ -	0%	\$ -	\$ -	\$ -
3	Chimoio	50						\$ -	\$ -
4	Tete	60			\$ -	0%	\$ -	\$ -	\$ -
5	Quelimane	60			\$ -	0%	\$ -	\$ -	\$ -
6	Nampula	60							
7	Pemba	60							
8	Lichinga	30							
Frequently used routes in Africa									
9	Nairobi	10							
10	Cape Town	5			\$ -	0%	\$ -	\$ -	\$ -
11	Johannesburg	10			\$ -	0%	\$ -	\$ -	\$ -
12	Accra	2			\$ -	0%	\$ -	\$ -	\$ -
13	Kampala	1			\$ -	0%	\$ -	\$ -	\$ -
14	Cairo	1			\$ -	0%	\$ -	\$ -	\$ -
Frequently used routes in America									
15	New York	5							
Frequently used routes in Europe									
16	Bonn	10			\$ -	0%	\$ -	\$ -	\$ -
17	Copenhagen	5			\$ -	0%	\$ -	\$ -	\$ -
18	Istanbul	5			\$ -	0%	\$ -	\$ -	\$ -
19	Genève	5			\$	0%	\$	\$	\$

					-		-	-	-
Frequently used Routes in ASIA and Middle East									
20	Dubai	5			\$	0%	\$	\$	\$
					-		-	-	-
21	Tokyo	2							
TOTAL			IN USD						\$
									-

Name of Bidder:
Authorised signature:
Name of authorised signatory:
Functional Title: