



PRE-PROPOSAL CONFERENCE – MINUTES OF MEETING and Q&A

RFP/UNDP/UN/013/2021

Assignment Name:

Travel Management Service Provider (Long Terms Agreement – LTA) UN Agencies, Indonesia

Date and Time:

29th April 2021, 14:00 hours (Jakarta Local Time, GMT+7) in Zoom virtual meeting platform.

Closing Date:

17th May 2021, 17:00 hours (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

No.		Introduction and Guidance
Information		<p>Pre-Proposal Conference was opened with following agenda:</p> <ol style="list-style-type: none"> 1. Introduction on UNDP staffs 2. Explanation on RFP document – administrative issue (closing date, submission & method, delivery place for submitting offer, contract award, etc.). 3. Explanation on the Data Sheet 4. Explanation on the Term of Reference (TOR). 5. Explanation on the Submission Forms 6. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes		
1.	Q	RFP document page 23; Evaluation Technical Criteria; Section 1; Letter of recommendation. Should it address to UNDP?
	A	No Need
2.	Q	RFP document page 39-40; PART IV – MANAGEMENT INFORMATION REPORTING; MIRS Vendor shall provide a management information reporting system capable of producing per UN organization all management information reports specified by the UN, as well as additional customized reports which may be requested during the Contract period

		<ol style="list-style-type: none"> 1. Air Summary Report: Shows total of fares paid with comparisons to benchmark fares; average ticket price; avg. cost per mile. What is the comparison? 2. Lost Opportunity by traveller: Exception report by traveller showing fare offered compared to fare accepted with lost savings. Please explain. 3. Is Carbon Reporting; Air CO2 Emissions: An estimate in kilograms of the number of emissions during a flight. Is that only for the flight only?
	A	<ol style="list-style-type: none"> 1. With publish fare 2. To provide competitive price 3. Yes
3.	Q	Detailed Breakdown of obtainable points per each Evaluation Criteria; Part III Personnel Competence; 3.1 Capability to take immediate decision: Organigram of travel agent Support. Is it company's organigram?
	A	The organigram presents only for dedicated office & personnel for UNDP & other UN Agencies
4.	Q	Should we establish implant office?
	A	It's not required however bidder must provide dedicates personnel
5.	Q	Please clarify due to vary information on number propose personnel eg. Page 42: Travel Counsellors (minimum of 5 persons); Page 46: at least 2 travel counsellors; Page 95: Provide the CVs for proposed travel experts (minimum 3)
	A	The correct requirement is to propose at least Three (3) travel counsellor, exclude Branch Manager
6.	Q	FORM D: QUALIFICATION FORM; Financial Standing; page 93; Annual Turnover for the last 3 years & Historic information for the last 3 years. Due to the report in IDR, it will be difficult to convert the currency for the specific years, Can we provide in IDR?
	A	Bidder must provide all information in USD based on May-2021 UNORE 1USD= IDR 14,445
7.	Q	<p>Payment provisions; page 16</p> <p>Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor.</p> <ol style="list-style-type: none"> 1. Is the payment will be settled within 30 calendar days? 2. To whom should we submit the invoice (to project/to UNDP CO) & what supporting documents to be attached to the invoice? 3. Should we submit the invoice per transaction/by weekly? 4. Who should provide/issue certification of acceptance form?

	A	<ol style="list-style-type: none"> 1. SLA payment process for other than air ticket, visa and pouch will take 5 working days & 10 working days for cash distribution with conditions that all payment documents received by FRMU (Finance Resources Management Unit) from the respective project is complete and correct calculation SLA payment process for air ticket, visa & pouch will take 14 working days. 2. The invoice is submitted to the respective project & ticket invoices should be submitted to Admin unit 3. By transaction 4. the respective project
AMENDMENT TO THIS RFP		
Page 42		Qualification of the Successful Vendor: Travel Counsellors (minimum of 5 persons) → it is amended to 3 persons
Page 46		Annex 1 – Service Level Agreement; No.9 number of personnel → it is amended to 3 persons

Jakarta, 4 May 2021