



## **Questions & Answers**

RFP/UNDP/UN/013/2021

**Assignment Name:**

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

**Closing Date:**

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

### **TO ALL INTERESTED BIDDERS**

<b>Questions &amp; Answers</b>		
1.	Q	Refer to Annex 2 of the TOR , please advise if the number presented is inclusive of Hotel Transaction?
	A	They are for air ticket domestic and international, and cash distribution
2.	Q	Is it possible to have breakdown of the hotel expenditure?
	A	No, we don't provide it.
3.	Q	Form G Financial Proposal : it is mentioned that ticket issuance fee is including cancellation and or re-issuance in the same airlines. Does that mean there will be no further charges if there's reschedule/refund/etc.?
	A	You can put the cost in additional sheet
4.	Q	Form G Financial Proposal:  1. do we have to fill in column C as well? 2. If so, when the column A is empty, do we take the number from the title or should we leave it blank?
	A	1. Yes. 2. Please take from the Weightage eg. travel document service is 3
5.	Q	Form G Financial Proposal Hotel Arrangement and Cash Distribution : 1. Are we allowed to differentiate the handling fee for domestic and international hotel? 2. Are we required to submit them in Percentage unlike ticket issuance fee?
	A	1. We don't differentiate between domestic & international hotel. 2. It is required in percentage

Jakarta, 12 May 2021