



**Pre-Bid Meeting Minutes**  
**Ref: UNDP-ITB-2021-261**  
**Long Term Agreement for Common Travel Services**  
**Held on 30<sup>th</sup> September 2021 11:00 HRS**  
**Venue: Zoom meeting**

The Pre-bid meeting was organized by UNDP for the subject Invitation to Bid. Following members from UNDP were present in the Pre-proposal meeting:

1. Ms. Kanwal Abbas, Procurement Specialist, UNDP Country Office
2. Mr. Tahir Islam, Procurement Officer, UNDP Country Office
3. Ms. Ms. Pramila Tripathi, Associate Procurement Officer, UNDP-Country Office
4. Mr. Yasir Khaldoon, Head of General Admin Unit, UNDP Country Office
5. Quratulain Bilal, Administrative Assistant, UNDP Country Office

Following Travel Agencies/Companies confirmed their participation and were invited for the meeting.

1. Bukhari Travels
2. AEG Travel Services Pvt. Ltd
3. P3 Globe
4. eAviations.com - Travel and Tours
5. Lucy Holiday
6. Al Sadi Group of Travels

During Pre-bid meeting following major Questions were raised by bidders. Point wise reply of these Questions are given below for information of vendors.

**Question #01: Why Bid security is required whereas the travel agencies have been providing credit facilities to UN Agencies for long time.**

**Answer:** The bid security is basically an assurance from bidders against the bid submitted so that they do not withdraw their bids before the end of the bid validity or refuse to sign the contract if awarded. This is a mandatory requirement for high volume contract.

**Question #02: We have noticed that although UNDP signs LTA on behalf of other UN Agencies, not all UN agencies are rendering services through LTA.**

**Answer:** LTA is not a contract but a framework agreement. It is not mandatory for all UN Agencies to use the LTA. They have the option to use the existing LTA or have right to enter concurrently into additional contracts with other travel agencies.

**Question #03: What is the payment modality**

**Answer:** It is clearly mentioned in the TOR. The Travel Agency shall provide automated invoices for each UN organization, on a monthly basis or as requested by the UN organizations and payment will be made within 30 days.

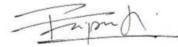
**Question #04: Is it possible to submit financial proposal commission based?**

**Answer:** No, the financial proposal shall be transactional basis as per the format provided in the bidding document. The bidders should quote per transaction flat rate separately for local travel, international travel, and protocol services.



**Yasir Khaldoon**

Head of General Admin Unit  
UNDP-Country Office  
Islamabad



**Pramila Tripathi**

Associate Procurement Officer  
UNDP-Country Office  
Islamabad



**Tahir Islam**

Procurement Officer  
UNDP Country Office