



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-156155-2021	Date: October 5, 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for provision of **Reservation, Ticketing Service and Airport Transfer Services** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Please acknowledge receipt of this RFQ by sending an email to procurement.so@undp.org. This will enable you to receive clarifications or updates to the RFQ.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: Godwill Enow-Ebbot
Name: Godwill Enow-Ebbot
Title: Head of Procurement Unit, UNDP Somalia Country Office
Date: 05-Oct-2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>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 RFQ.</p> <p>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.</p>
Deadline for the Submission of Quotation	October 11, 2021, 13:00H East Africa Time (GMT+3)
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Mandatory/Dedicated Email Address</p> <p>Bid submission address: bids.so@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF only ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 30 MB ▪ Mandatory subject of email: RFQ-156155-2021 ▪ Multiple emails must be clearly identified by indicating in the subject line, e.g., “email no. X of Y”, and the final “email no. Y of Y”. <p>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</p>
Cost of preparation of quotation	UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, 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 to 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</p>
Gifts and Hospitality	<p>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, dinners or similar. In pursuance of this policy, UNDP: (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.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall 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.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who</p>

	<p>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 RFQ.</p> <p>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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input type="checkbox"/> Cancellation of PO/Contract if delivery of services is not provided on the stated dates specified selected Bidder's Offer.</p>
Eligibility	<p>A vendor who will be engaged by UNDP may 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. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in United States Dollar (USD)</p>
Joint Venture, Consortium or Association	<p>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, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) 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 RFQ process; d) 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 e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.

Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes.</p>
Language of quotation	English: Including documentation including catalogues, instructions, and operating manuals.
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed, signed by authorised signatory and stamp with official stamp of the Bidder.</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed, signed by authorised signatory and stamp with official stamp of the Bidder in accordance with the Schedule of Requirements in Annex 1.</p> <p><input checked="" type="checkbox"/> Latest (valid) Business Registration certificate.</p> <p><input checked="" type="checkbox"/> Valid IATA accreditation certificate to provide the requested service.</p> <p><input checked="" type="checkbox"/> Company Profile, demonstrating at least three (3) years of experience in provision of similar services.</p> <p><input checked="" type="checkbox"/> Positive Statements of satisfactory Performance (Certificates) from at least two clients in terms of Contract value in similar field.</p>
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted.
Alternative Quotes	<p><input checked="" type="checkbox"/> Permitted based on the following conditions:</p> <p>The requirement is arrival in Garowe on 24-Oct-2021 and, departure on 28-Oct-2021. However, if there are no flights scheduled from any of the departure airports in Dhusamareb, Jowhar, Kismayo and Baidoa to Garowe on 24-Oct-2021, Bidders can quote for flights scheduled immediately prior to 24-Oct-2021 and, for departure from Garowe, next scheduled flight immediately after 28-Oct-2021.</p>
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements.
Contact Person for correspondence, notifications and clarifications	<p>Focal Point in UNDP: Procurement Unit E-mail address: procurement.so@undp.org . Clarification requests should be sent to this email address with the subject line: RFQ-156155-2021</p> <p>Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received. Please note:</p> <ul style="list-style-type: none"> • Only requests for clarifications should be sent to this email address. Quotations submitted to this email address will be disqualified. • Quotations must be submitted to the mandatory/designated bid submission email address at bids.so@undp.org <p>Any delay in UNDPs response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new submission deadline in writing to Bidders.</p>
Deadline for submitting requests for clarifications/ questions	<p>Three (3) calendar days before the submission deadline.</p> <p>Proposers are required to submit their queries in writing. Telephone enquires will not be accepted.</p>

Manner of Disseminating Supplemental Information to the RFQF and responses/clarifications to queries	<p>Direct communication via email to prospective Proposers who have confirmed participation and, posting on website at https://procurement-notices.undp.org</p> <p>Note: It is the responsibility of the Bidders to view the respective changes and clarifications posted on the UNDP procurement website</p>
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer.
Evaluation criteria	<p>Preliminary Examination</p> <p><input checked="" type="checkbox"/> Offer submitted to the designated bid submission email address.</p> <p><input checked="" type="checkbox"/> Offer submitted within the stipulated deadline.</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Offers must meet required Offer Validity.</p> <p><input checked="" type="checkbox"/> Offers have been signed by the proper authority.</p> <p><input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in “Documents to be submitted” section.</p> <p>Technical Requirements:</p> <p><input checked="" type="checkbox"/> Full compliance with all requirements specified in Annex 1.</p>
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.
Type of Contract to be awarded	<p><input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)</p> <p><input checked="" type="checkbox"/> Purchase Order</p>
Expected date for contract award.	18 October 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org.</p> <p>The Bidder may still submit a quotation 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.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference

Reservation, Ticketing Service and Airport Transfer Services Terms of Reference

The overall objective is to provide reservation, ticketing, and airport transfers for 46 passengers from departure airports in the specified Federal Member States Capitals of the Federal Government of Somalia to Garowe, Puntland State of Somalia. The specific scope of services is as follows:

A. Travel Itinerary

Round Trip Air Tickets from the following Federal Member States Capitals to Mogadishu

Item Description	Qty	Travel Segment			Travel Segment		
		Date	Departure Airport	Destination Airport	Date	Departure Airport	Destination Airport
1 Round trip tickets	12	24-Oct-2021	Dhusamareb	Garowe	28-Oct-2021	Garowe	Dhusamareb
2 Round trip tickets	12	24-Oct-2021	Baidoa	Garowe	28-Oct-2021	Garowe	Baidoa
3 Round trip tickets	11	24-Oct-2021	Kismayo	Garowe	28-Oct-2021	Garowe	Kismayo
4 Round trip tickets	11	24-Oct-2021	Jowhar	Garowe	28-Oct-2021	Garowe	Jowhar
5* Round trip Airport Transfers	1	50-seater bus from General Mohamed Abshir (Garowe International) Airport to Hotel within Garowe City on 24-Oct-2021 and, from hotel to Airport on 28-Oct-2021					
6* Round trip Airport Transfers	1	20-seater bus from General Mohamed Abshir (Garowe International) Airport to Hotel within Garowe City on 24-Oct-2021 and, from hotel to Airport on 28-Oct-2021					

**For Nos. 6 and 5: Capacity of bus required will be subject to the number of passengers arriving or departing at the same time.*

B. Air Fares, Airline Routings/Itineraries and Reservations/Ticketing

Travel agent shall:

- Ensure that proposed fares and airline routings shall be on the most direct routing on an economy class ticket.
- Ensure that tickets issued are in accordance with stipulations of the Travel Authorization.
- Issue eTickets with detailed itineraries showing accurate status of airline reservations on all segments of the journey which shall be delivered via email to the UNDP Travel Administrator no less than 48 hours before departure unless otherwise advised by UNDP.
- Accurately advise UNDP of ticketing deadlines and other relevant information to avoid cancellation of bookings.
- Release tickets upon receipt of an approved travel authorisation and Purchase Order from UNDP. In case any one of these cannot be submitted, the travel agent shall only act based on written authorisation by the duly designated UNDP official.

The UNDP reserves the right to check the prices and if there is a difference, request the travel agent for corrective action.

If a traveller chooses to extend his or her stay in Garowe beyond the prescribed date by UNDP, the traveller shall bear the cost arising from change of ticket unless otherwise advised by UNDP. The travel agent shall solely be responsible for collecting such amounts from the traveller with no responsibility whatsoever on the part of UNDP.

C. Travel Information/Advisories

Travel agent shall:

- Inform travellers, upon booking confirmation, of flight/ticket restrictions, involuntary stopovers, hidden stops, and other possible inconveniences of the itinerary.
- Provide travellers with online and offline relevant information on official destinations, e.g., airport transfers/land transportation facilities, local points of interest, currency restrictions/regulations, health advisories (including vaccination requirement), security advisories, weather conditions, etc.
- Endeavour to notify travellers of airport closures delayed or cancelled flights, security procedures, health precautions, as well as other changes that will affect or will require preparations from the travellers, sufficiently before departure time; and
- Provide information about travel insurance and baggage allowance and insurance, if requested. The cost of excess baggage (if any) will be paid directly to the airline by the traveller.

D. Flight Cancellations/Rebooking and Refunds

Travel agent shall:

- Process duly authorized flight changes/ cancellations when and as required and taking care that in such cases, cancellation fees and charges imposed by the airlines are avoided.
- immediately process airline refunds for cancelled travel requirements/unutilized pre-paid tickets and credit these to the UN as expeditiously as possible

E. Emergency Support:

- The Contractor will have the capability to operate within 24 hours from an offsite location in case of an emergency
- The Contractor will further provide afterhours contacts (name, email address and telephone number) for key management personnel as mutually agreed.

F. Qualifications of Selected Service Provider

- Must be a legally registered company.
- Must be an accredited IATA travel agent duly licenced in Somalia
- Must have a minimum of three years' experience in providing similar services including competency and experience in ticketing and fare computations evidenced through their track record in Annex 2.
- Maintains facilities of e-Ticketing
- Willing and ability to guarantee the delivery of services in accordance with the performance standards required by these TOR.

G. Payment

100% payment within 30 days of travel agent's submission of an invoice for services rendered and acceptance of services by UNDP.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ-156155-2021	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , 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 have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We 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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it, and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Round Trip Air Tickets from the following Federal Member States Capitals to Mogadishu and Airport Transfers

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ-156155-2021	Date: Click or tap to enter a date.

Currency of Quotation: United States Dollar (USD)

Ref	Description of Service	Unit of Measure	Quantity	Unit Price (USD)	Total Price (USD)
1.	Round trip ticket: Dhusamareb-Garowe-Dhusamareb	Ticket	12		
2.	Round trip ticket: Baidoa-Garowe-Baidoa	Ticket	12		
3.	Round trip ticket: Kismayo-Garowe	Ticket	11		
4.	Round trip ticket: Jowhar-Garowe-Jowhar	Ticket	11		
5.*	Round trip airport transfers in a 50-seater bus: from Garowe Airport and, from hotel to Garowe Airport	Trip	1		
6.*	Round trip airport transfers in a 20 -seater bus: from Garowe Airport and, from hotel to Garowe Airport	Trip	1		
7.	Management Fee: Please quote a flat rate for the total service and not percentage figure.	Lump sum	1		
Total Price (Exclusive of VAT)					

**For Nos. 6 and 5: Capacity of bus required will be subject to the number of passengers arriving or departing at the same time.*

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Validity of Quotation: 60 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of General Terms and Conditions of Contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term: eTicket sent via email to the UNDP Travel Administrator.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time: At least 48 hours before travel	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms - Within 30 days upon acceptance of services and receipt of invoice	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full compliance as stipulated in the Schedule of Requirements in Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company

Company NameClick or tap here to enter text.

Address: Click or tap here to enter text.

Click or tap here to enter text.

Phone No.:Click or tap here to enter text.

Email Address:Click or tap here to enter text.

Authorized Signature:

Date:Click or tap here to enter text.

Name:Click or tap here to enter text.

Functional Title of Authorised

Signatory:Click or tap here to enter text.

Email Address: Click or tap here to enter text.