

Date: Wednesday, August 17, 2022
Reference: **MyITB2022-004 Provision of Travel Management Services for UN Agencies in Malaysia on a Long-term Agreement Basis**
Subject: Clarification Letter 1

Dear Sir/ Madam,

Please be informed that, further to inquiries from prospective Offerors, we are sending both the clarification request received and the respective UNDP response to all Offerors and posting on relevant procurement websites in accordance with our standard practices.

Clarification Note:		
No:	Question	Answers / Corrections
1	Do we put in only one transaction fee per airlines? Does UN only want one transaction fee for all domestic, regional, international?	Yes, one transaction fee is applicable for all travels.
2	What is the travel ratio for domestic and international?	Based on 2019 travel ratio: - Domestic: 53% International: 47%

All other terms and conditions remain the same.

Thank you and best regards,

Procurement Malaysia
UNDP