

**Minutes of the
Pre-bidding Conference
LTA for the provision of Travel Management Services to UNDP Moldova
6 July 2010, 11:00
UN House Conference Room**

1. A short presentation was made on the Instructions to Offerors and the main issues were explained in more details and highlighted (like presentation requirements, submission options and requirements, evaluation procedures, award criteria etc.).

2. Main Questions and Answers:

Question:

Many carriers, like Lufthansa and Austrian Airlines have recently changed their policy regarding commissions offered to travel agents. Now they offer 0% or 1% commission to travel agents, and instead they recommend the application of service or management fees for each issued ticket. The service fee depends on the carrier and depends on the class of the ticket and on whether the flight is long- or short-haul. These latest changes do not allow for offering discount percentage on carrier advertised prices. How will this be taken into account?

Answer:

Please note the changes made to Annex V (Price Schedule/Financial Proposal). The new financial evaluation methodology is described in the revised Annex V.