



Pre-bidding Conference Minutes
Provision of Travel Management Services to UN Agencies in Moldova on Long Term
Agreement basis (RfP13/00625)
18 February 2013, 10:30
UN House Conference Room

Attendees: Representatives of 5 companies from Moldova.

Agenda:

1. Description of the RfP document and process
2. Questions & Answers

1. Description of the RfP document and process

Purpose of the RfP: Identification and selection of one single qualified Travel Agency with the purpose of entering into a Long Term Agreement for a period of one year with the option to extend for two additional years, subject to a satisfactory performance evaluation. The contracted Travel Agency shall serve the travel needs of a long list of UN Agencies in Moldova (provided in sub-section A of Section 3 (Terms of Reference) of the RfP document).

A detailed description of the RfP document was made, explaining the contents of each section. The procurement process was also described in detail, with explanations about the competitive, evaluation and contract award stages.

The following information and provisions of the solicitation document and process were highlighted:

- UNDP Moldova is the leading UN Agency for this procurement process and is acting on behalf of other UN Agencies in Moldova. The process is conducted in accordance with UNDP procurement rules and regulations, and the contract shall be signed by UNDP Moldova on behalf of all participating UN Agencies.
- Given the level of effort (both financial and administrative) invested by UNDP Moldova into the current procurement process, Proposers are required to submit a Proposal Security (bank guarantee) in the amount of 10,000 USD together with their Technical Proposal. This will ensure that only companies with serious intentions submit their proposals under this competition and will safeguard UNDP against withdrawals of offers during the period of validity of the proposal, as well as against failure by the successful Proposer to sign the contract after UNDP has awarded it. The period of validity of the Proposal Security shall be of 150 days from the last day of Proposal submission.
- Proposers are required to submit the documents listed under p.26 of the Data Sheet. The recommended list of documents is also presented in sub-section E of Section 3 (Terms of Reference) of the RfP document and can be used by Proposers as a guiding checklist for structuring the Proposal. It was emphasized that the Financial Proposal must be prepared as per Section 7 and must be presented in a separate sealed envelope.
- In 2012 UNDP Moldova has entered into negotiations with a list of air carriers present on the Moldovan market which cumulatively accounted for over 90% of destinations used by the UN

Agencies during 2010-2012 in terms of number of tickets procured and amount of funds spent. In the result of such negotiations the air carriers will apply special fares and conditions to purchases done by or on behalf of the UN Agencies in Moldova. In practical terms, the successful Travel Agency will receive a code which it will use in the booking system when catering for the travel needs of the participating UN Agencies (booking and issuing air tickets). The Travel Agency will pass on to the UN Agencies the special fares and conditions offered by the air carriers and shall not expect to receive any standard or override commissions from the respective air carrier. For the services provided to the UN Agencies, the Travel Agency will charge fixed service fees per each issued ticket under a certain booking class, as detailed in Section 7 (Financial Proposal Form) of the RfP document. The level of the service fees for each booking class shall remain fixed for the whole duration of the contract and shall apply for a whole itinerary per passenger, regardless of the number of connections/segments, electronic tickets issued or air carrier used.

2. Questions & Answers received during the Pre-bidding Conference

Q1: Can a Proposer substitute the bank guarantee by transferring the required amount to the UNDP account?

A1: The only acceptable form for providing the Proposal Security is a bank guarantee issued by the Proposer's bank as per template provided in Section 8 of the RfP document. UNDP is not able to temporarily keep funds in a bank account or cash in its office.

Q2: Is it absolutely necessary that latest audited financial statements be certified by a public accountant? Also, do they need to be in the English language?

A2: Proposers can provide income statements and balance sheets certified by the National Bureau of Statistics. They can be in English or Russian.

Q3: The deadline for presenting 2012 financial statements to the national authorities is 31 March 2013. We may not succeed by the tender deadline of 15 March 2013 to have these financial statements verified and certified by the national authorities?

A3: For 2012 Proposers can submit the draft 2012 financial statements, which they submitted to national authorities. However, during later stages of the evaluation process (tentatively in mid-April 2013), UNDP will request Proposers to present copies of such financial statements certified by the national authorities.

Q4: What is meant by "letter of good standing from the bank"? Is there a template?

A4: This is a simple letter from the Proposer's bank about its relations with the company, confirming that the bank is supportive of its client, or that the company does not have financial difficulties etc.

Q5: Do we have to present IATA Certificates issued/confirmed by IATA? These certificates are issued annually and online and are available in the IATA internal system.

A5: Copies of such certificates can be extracted from the system. The Proposer's seal should be applied on such copies to confirm their authenticity. UNDP reserves the right to perform verification of accuracy, correctness and authenticity of the information provided by the Proposers with third parties, such as BSP Romania, national authorities and other relevant bodies.