

Pre- Bid Meeting Minutes

RFP Travel Services 2015

Date: Monday, November 30th 2015

Time: 11: 00 am to 12 pm

Location: UN House, 2nd Floor Meeting Room

Attendees:

1. Representatives from the Joint Office Operations Unit (Administrative Analyst & Procurement Associate)
2. Marvela Rodrigues – Agencia Praiatur
3. Jailson Gonçalves da Silva and Paula de Azevedo Ramos – Agencia Zebra
4. Dulceneia da Costa and Maria Filomena Tavares – Destinos Tours

I. Introduction

The Administrative Analyst opened the meeting and welcome all attendees on behalf of UN Cabo Verde, and requested everyone present to introduce themselves. She then brief all the bidders on the purpose of the meeting.

Purpose: To clarify issues in the Request for Proposal (RFP) and to answer questions on any matter that may arise at this stage, and to help bidders to fully understand the requirements in the RFP.

The bidders were informed that they can raise queries through Questions and Answers session after the introduction, and that the minutes of the meeting will be posted on UN Cabo Verde website so all bidders can download.

Bidders were reminded of the following important notes on the RFP:

1. General

- UNDP will select 1 travel agent to provide services to UN Agencies in Cabo Verde.
- Contract duration: 1 year and may be extended to 3 years subject to UN requirements and the contractor's performance.
- If bidders have queries, they should be submitted to UNDP latest 4 days prior to submission deadline.

2. Evaluation process:

- Technical proposal will be evaluated first.
- Bidders must meet mandatory criteria in order to be qualified for detailed evaluation:
 - ✓ Minimum 5 years of experience in travel management
 - ✓ Business license to operate in Cabo Verde
 - ✓ Annual Sales of 25.000.000,00 CVE
 - ✓ IATA Certification
- The weight of technical points is 70% and financial points is 30%.
- Only bidders meeting technically qualified threshold (490 points) will be assessed in financial evaluation stage.

- Maximum 300 points will be given to the highest average percentage offer, and the other financial proposals will receive the points based on the following calculations:
(Average bonus being examined / average highest bonus) x 300
- Submission obtaining the highest weighted points (technical points + financial points) will be selected.

3. Preparing proposal:

- Bid Language: English or French
- Proposal validity: 90 days from submission deadline
- Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal. Bidders should provide in their proposal relevant information, proof/evidence they have for each criterion.
- All templates are included in the RFP, Bidders should follow the templates for submission.

4. Proposal submission:

- Submission deadline: 14 December 2015 at 15:00
- Subject of envelop: (Name of bidder), Indicate the Ref: "Concurso Agencia de Viagens 2015"
- Technical and financial proposals are in separate envelopes
- Submission of 1 hard copy and 1 Soft copy of the Technical proposal only

II. QUESTIONS/ANSWERS SESSION

No.	Query	Answer
1	Besides the attached submission templates on the RFP, should we submit more documents?	Submissions should be as per the templates attached in the RFP, no deviation. Documents to be submitted are indicated in the Bidder instruction form.
2	Can proposal be sent via email only?	No. Proposal should be submitted via courier. A copy of the technical proposal can be sent via electronic form: email, USB drive or CD.
3	Can the RFP documents be sent to us via email?	Yes. The documents will be sent to everyone present in the room, via email.
4	Can the acknowledgment letter to UNDPO be in Portuguese?	No. The letter should be in UN official language. English or French.
5	Can the acknowledgment letter be sent via email?	Yes. The scanned copy of the signed letter can be sent via email.
6	The company profile also has to be in UN language?	Yes.