

Pre- Bid Conference Minutes

RFP/08/2018 - Travel Services

Date: Thursday, January 10, 2019

Time: 11: 00 am to

Location: UN House, 2nd Floor Meeting Room

Attendees: Representatives from the Joint Office Operations Unit (Procurement Associate, Contracts Mgt. Associate, Travel Clerk)

Travel Agencies:

- | | |
|------------------|-----------------|
| 2. Special Tour | 3. Madilu Tours |
| 4. Executiv Tour | 5. Praiatur |
| 6. Isatour | 7. Best Travv |

I. Introduction

The Procurement Associate opened the meeting and welcome all attendees on behalf of UN Cabo Verde, and requested everyone present to introduce themselves. He then briefed all the bidders on the purpose of the meeting.

Purpose: To highlight some of the important points of the Request for Proposal (RFP), to clarify issues, and to answer questions on any matter that may arise at this stage, in order 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 information session, and that the minutes of the meeting will be emailed to all the interested bidders present and posted on UN Cabo Verde website, so all bidders can download.

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

1. General:

- As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid 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;
- UNDP will select 2 travel agencies to provide services to UN Agencies in Cabo Verde;
- Contract duration: 1 year and may be extended additional to 2 years subject to UN requirements and the contractor's performance;
- If bidders have queries, they should be submitted to UNDP latest 7 days prior to submission deadline, via email to the address indicated in the RFP Document, Section 3 Bid Data Sheet.

2. Preparing proposal:

- Bid Language: Official UN language, English or French, Portuguese not official;

- The Proposal shall comprise of the following documents (Forms under Section 6):
 - a) Documents Establishing the Eligibility and Qualifications of the Bidder;
 - b) Technical Proposal;
 - c) Financial Proposal;
 - d) Any attachments and/or appendices to the Proposal.
- Proposal validity: 90 days from submission deadline;
- The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
- All templates are included in the RFP, Bidders should use the templates for submission.

3. Proposal submission:

- Submission deadline: 24 January 2019 at 16:00 Cabo Verde time;
- Subject of envelop: (Name of bidder), Indicate the Ref: "RFP/06/2018 – Travel Services";
- The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Bear a warning that states "Not to be opened before the time and date for proposal opening" as specified in the Section 3 – BDS;
- Submission of 1 hard copy and 1 Soft copy of the Technical proposal only;
- The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the Section 3 – BDS;
- Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.

4. Evaluation process:

- Evaluation of proposals is made of the following steps:
 - Preliminary Examination
 - Minimum Eligibility and Qualification
 - Evaluation of Technical Proposals
 - Evaluation of Financial Proposals
- Bidders must meet Minimum Eligibility and Qualification to be qualified for detailed evaluation;
- 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.

II. QUESTIONS/ANSWERS SESSION

No.	Query	Answer
1	Regarding the percentage for the financial proposal, should the percentage bonus be based on the Net Cost (tarif), without taxes or Total Cost?	As advertised in the RFP, the percentage bonus should be based on the total annual sales, total cost.
2	I believe the percentage bonus should be based on the net tarif and not the total cost, because the total amount includes many other taxes, which does not benefit the travel agency.	The percentage bonus should be submitted as advertised in the RFP. This is an issue which can be discussed after a bidder has been recommended for contract signature, if deemed necessary.
3	Please clarify the validity days you mentioned on the RFP?	The validity dates refer to the amount of days that a proposal should be valid, until the contract signature. The technical and financial proposal should stay valid for 90 days.
4	Regarding the statement/declaration of performance from previous customers. What if it is not possible to submit? Due to many factors, change in managers, staff, etc... and since in Cabo Verde travel agents work with institutions, business, with no contract, it may be difficult to obtain the declaration.	It is mandatory, it should be submitted. Your customer needs to indicate your service performance on the declaration. You do not need to have a contract in place with the customer.