

QUESTIONS AND ANSWERS OF SOLICITACION (RFQ) NUMBER SBL400-14-Q-0004

TRAVEL MANAGEMENT CONTRACT

A modification to the solicitation to adjust the RFQ will be issued shortly.

- 1) Page 13 – Item 3.5.6 – Information Pamphlet – RESERVED
Nevertheless under Deliverables – Page 24 – Item 10.1-Provides complete information on this requirement.
Please provide further guidance on this matter.

Please disregard the requirement on page 24 Item 10.1 since it is not applicable to this solicitation. See modification to the solicitation.

- 2) Page 14 – Item 3.6 – Toll Free number – Same as under Page 25 – Item 13.0 – Hours of service – Both paragraphs mention that a toll free phone number is required.
Kindly clarify if the toll free number is a “must” or if it may be substituted by a Mobile number.

The toll free number can be substituted by a mobile number. See modification to the solicitation.

- 3) Page 15 – Item 3.9.2. – MONTHLY SALES ACTIVITY REPORT Sales Activity Report – A quarterly summary of sales with the sample in Section 1.
Please clarify if the report is “Monthly” or “Quarterly”.

The correct wording should read Monthly. See modification to the solicitation.

- 4) Page 19 – Item 6.2 – The contractor shall be responsible for paying for all utilities used –
Kindly advise which are the approximate expenses/amounts, in addition to telephone charges.

Currently, the US Embassy is not charging this fee, however the wording should remain in the contract. If applied in the future, we estimate an amount of US\$ 30 to 60 a month.

- 5) Page 20 – Item 7.2. – Minimum Personal Requirements – Site Manager
Please advise if the Site Manager will be allowed to have a lunch break? If yes, how long would this be

Refer to page 16

“3.10.1. The Contractor shall provide service, Monday through Thursday 08:00-17:30 and Friday 08:00-12:00, compatible with the Embassy’s standard workday”.

A lunch break will be set up with the COR once the contract is in place.

- 6) Page 23 – Item 10.01 – DELIVERABLES
Reconciliation Report of Transport Billings – 10th day after receipt of charge card vendor’s billing tapes. However under Page 16 Item 3.9.3.2 it states “...to provide each agency with reconciled charges, no later than five (5) working days....”
Please clarify which timeline is correct.

Page 23 refers to transportation services pre-paid by the travel agency (e.g. Bus services, to transport passengers from/to the airport). This service is booked and paid by the travel agency and later billed to the Embassy.

Page 16 refers to the tickets purchased with the USG credit card.

- 7) Page 27 – Item 15.5.4 – Agencies using the GTR
Page 28 – Item 16.2.2 – For GTR purchases – RESERVED
Kindly provide further guidance on this subject, as to what percentage of tickets will be issued with GTR as a form of payment, compared to the amount of tickets paid by CBA.

Disregard the wording on GTRs throughout the solicitation since we will not use this instrument. See modification to the solicitation.

- 8) Also please provide information on the approximate duration of GTR payments.

Please refer to answer on question number 7.

- 9) Page 27 – Item 15.5.4. – “The contractor shall bill no more frequently than monthly”
Kindly advise if the billing process may be done fortnightly or weekly to avoid excessive account receivable balances.

The wording on Page 27 – Item 15.5.4 is changed as follows: (see modification to the solicitation)

15.5.4. The Contractor shall bill the fees for the tickets issued through the CBA no more frequently than monthly. The Contractor, with review and approval by the COR, shall document each agency's requirements. This documentation shall specify:

- the vendor code;
- requirements for documentation and authorization of official travel;
- delivery arrangements;
- invoice requirements, billing and payment procedures and appropriate agency addresses.

All services pre-paid by the Travel Agency may be billed at the contractor’s earliest convenience.

- 10) Page 28 – Item 17.2 – Charging of transaction fees
Kindly advise if Transaction Fees may be charged on Company’s Invoices (without taxes). Or if it will be required to bill them on IVA Invoices (facturas)

Please refer to page 3;

“2.0. Transaction Fees and Commission Refund Process; A. VALUE ADDED TAX - All prices shall include VAT-IVA in the contract and on invoices. Payments will be made in local currency at the official American Embassy exchange rate.

Companies shall comply with Bolivian tax law and issue invoices (facturas) see Page 50

FAR 652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The Contractor warrants the following:

(1) That is has obtained authorization to operate and do business in the country or countries in which this contract will be performed;

(2) That is has obtained all necessary licenses and permits required to perform this contract; and,

(3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.

11) Please inform which travel companies have been invited to participate on this bid.

This solicitation is in compliance with FAR 13.104 Promoting competition, and follows the rules for full and open competition.

12) Are all payments for tickets domestic and international paid by credit card?

Yes, all official tickets are purchased with the Embassy credit card.

13) How is the fees payments procedures, how long does it take?

This Solicitation complies with FAR clauses for payments; for further information please refer to: FAR 32.905 - Payment documentation and Process; FAR 32.906 - Making payments FAR 32.906; and FAR 32.904 - Determining payments dates.

Also see part 15.0 - Billing and Payment Procedures; 16.0 - Refund Procedures; and 17.0 - Transaction Fee Procedures of the solicitation.

13) In Section 1 – Point 15.5.4 In case of tickets issued with GTR, how long the Embassy take to pay back to the Travel Agency the amount of tickets?

Please refer to answer on question number 7.

15) What is the percentage of tickets issued with GTR?

Please refer to answer on question number 7.