

**MINUTES OF THE PRE-PROPOSAL MEETING FOR TRAVEL SERVICES HELD ON July 16<sup>th</sup>, 2014**

Present:

Paul Stenseth (Contracting Officer), Mubanga Chileshe, Ethel Mwanaumo, Blandish Kambole, Representatives from Voyagers, Juls Africa, Gemistar Travel and Shammas Travel.

Paul Stenseth opened the meeting by introducing the Embassy Team. The representatives from the three companies introduced themselves.

The Contracting Officer then went through the solicitation document, highlighting the due date and evaluation criteria.

Question and Answers

1. In the pricing table, can we separate within city limits domestic and within city limit international rates?  
Please refer to amendment to the solicitation; the pricing table has been changed to address this.

Transaction Description	Base Period	Option Period 1	Option Period 2
On- Site Services Domestic Transaction Fee			
On-site Services - International Transaction Fee			
Online Booking (Domestic/International Transaction Fee with Air, Rail, lodging or Car Rental)			
Courier delivery fee			

2. The solicitation refers to refunds as follows:

16.2.1. 16.2.2. For GTR Purchases: The Contractor shall remit refunds to the agency within ten working days after receipt of application for refund. There is nothing expressed or implied in this provision to preclude the Contractor from making refunds on account.

**Question:** it takes more than 10 days to get refunds. How will this be handled?

16.21.16.2.2 Is referring to Government Travel requests (GTR) which are no longer used at Embassy Lusaka. Therefore this will not apply. The travel management center should refer to 16.2 for refund procedures and minimum documentation required.

3. How do we make sure the tickets are refundable because the interested contractors said some tickets are not refundable?

Please refer to the amendment. 16.1.1 has been included in the solicitation and reads as follows

16.1.1 The TMC should advise what the carrier's policy is with regards fully refundable tickets at the time of issuing the ticket

4. What type of tickets should be accepted, restricted or unrestricted?

Embassy will accept both restricted and unrestricted tickets depending on the traveler and the policy of the agency.

5. Page 30, point 15.5.4 refers and it states:

15.5.4. The Contractor shall bill no more frequently than monthly.

**Question:** Does this mean the contractor cannot send us the ticket before the end of the month?

This is talking about the TMC paying for the tickets throughout the course of the month then billing the Post at the end of the month. Since post will be using central billing account, this will not apply, tickets will be paid for as and when they are issued.

6. What sections of the SF 1449 must be completed

Contractor must ensure the following blocks are completed when submitting the proposal  
Blocks 17a,19,20,21,22,23,24,30a,30b and 30c .

The contracting officer closed the meeting at 12:00hrs