

Date: September 16, 2016
RFQ Number S-BU800-16-Q-0375
Solicitation for Travel Management Services
Pre-proposal Conference Questions and Answers

1. Is SAM registration required prior the award or after the award?
 - The SAM registration should be finalized prior the award
2. Should the VAT be included in the price or not? There is a chance that the management fee can be exempt of VAT.
 - The VAT should be included in the total price, as a separate line item.
3. How long after the submission of the offers it will take for the award of the contract?
 - The contract should be awarded at latest the beginning of November
4. From which date the new contract should be effective?
 - The new contract should be effective as of Dec. 1, 2016
5. Should the resumes for the prospect key personnel be included as part of the quoter's offer or they should be submitted only after the contract is awarded to the quoter?
 - The resumes of the Project Manager and the Primary Travel Counselor only and whether they are currently employed by the quoter have to be submitted with the offers
6. 1.2.1 asks for a resume of key personnel.

It was indicated by the Embassy that the current employee engaged at the embassy by the incumbent travel provider should be given priority for continued employment should the travel services contract be awarded to a different TMC. This would conform with legislation across many EU countries. In which case, is it appropriate for such a resume to be provided for this particular task when he/she is currently contracted to a "rival" bidder?

 - The Offeror should provide resumes for all Key Personnel (The Project Manager and the Travel Counselor/Reservationist) that are currently employed by the quoter.
The Offeror should get permission to provide and include in their offer the resumes of personnel, not currently employed by him, of people he would hire if he gets the award.
7. We are led to believe that in the first instance the current incumbent counselor should be first offered a "transfer". This being the case we will need to make contact with her to discuss any potential transfer. Can we therefore have access to the person via the Embassy to obtain this approval?
 - The successor Contractor is not mandated to offer a "transfer" of the incumbent counselor.
The guidance provided in FAR clause 52.237-3 CONTINUITY OF SERVICES (JAN 1991) applies to the current Contractor, not the successor.
8. Block 12 – What is meant by discount terms as this is not a commodity but a service with clear payment procedures
 - Block 12 of the SF 1449 provides a place for the offeror/contractor to type their proposed discount for prompt payment. If the contractor does not provide a discount in their offer, the Government will type in "Net 30" (which indicates there is not a prompt payment discount for the contract/order).
9. Block 17 – is the contractor code and offeror code obtained from SAM as it is possible that this number may not be supplied to us prior to the 26th?
 - Contractor/Offeror should insert the company's name and address.
Contractor/Offeror Code in Block 17a does not refer to the SAM registration – leave blank.
The Offeror should have an active registration in SAM to be eligible for award.
If the registration in SAM is not completed by the offer due date, the Offeror should provide evidence that the process has been initiated.

The lowest technically acceptable offeror will not receive the award if their registration in SAM is still not active at time of award. The Government will award to the next lowest, technically acceptable offeror with active SAM registration.

10. Block 23/24 – can you clarify the meaning of UNIT price vis a vis Amount with regards to whether this is the management fee per month or per annum?

- The total award amount should be filled in block 24 and 26.

Total award amount is the grand total amount as described in Section 1, 2.0 Pricing:

Total management fee for base period	BGN _____
Total management fee for option year 1	BGN _____
Total management fee for option year 2	BGN _____
Total management fee for option year 3	BGN _____
 GRAND TOTAL	 BGN _____