

## Pre-bid Conference

# LRPS-2025-9196266: Travel Agents for All UN Agencies

**25 March 2025**

- The conference will start at 2:00pm Myanmar Standard Time.
- The conference will be recorded for UNICEF's internal use.
- Please turn off your video and microphone.
- If you would like to ask a question, please type it in the chat box or raise your hand.
- This presentation and a Q&A list will be published on the UNGM after the conference.

# UNICEF Team

- Moses Sichawo , Supply & Logistics Manager
- Mya Thanda Chaw, Supply Associate
- Ye Htut, Procurement Assistant
- Zar Li Maw, Administrative Specialist
- Khin Myo Yu, Senior Administrative Associate
- Sandi Htun, Administrative Assistant



# About This Tender

- Through this RFP, UNICEF aims to establish Travel Agents for All UN Agencies, for the initial period of two years with provision for potential extension for three additional years.
- Successful bidders will be awarded LTA and will be contracted for travel agents for travel management services
- The awarded LTA may be shared with other UN agencies upon their request.
- The Solicitation Document includes:
  - The main RFP Document - LRFP-2025-9196266:
  - Annex A - UNICEF's General Terms and Conditions attached to the main RFP document
  - Annex B - Terms of Reference
  - Annex C – Key performance indicators
  - Annex D - Financial Proposal Template
  - Annex E - Supplier Profile Form
  - Annex F - Institutional Vendor Template

# Scope of Work

- To be able to provide all service included in **TOR Annex-B**
- to have license and registered to operate in Myanmar
- to be able to operate and/or provide the services to UN Agencies in accordance with the business regulations of Myanmar, as appropriate
- to have Valid IATA accreditation and possess appropriate licenses and software required for processing travel reservations and ticket issuance
- to have access to Global Distribution System/B2B Agent Account
- Ability to provide remote services 24 x 7 to travelers serviced by the vendor, through telephone, online messaging software (Skype, hangouts, viber, whatsapp, etc.) and/or by email
- Quotation to be provided in USD (for all international travel), in MMK (for domestic-local), in USD (for domestic-foreigners)

# Technical Proposal

A technical proposal shall contain:

- Request for Proposal for Services Form (Pages 3-5 of the main RFP document)
  - Technical Proposal Template (Annex C) demonstrating the bidder's experience, expertise and capacity in according with the ToR
  - Any other documents requested in the ToR and Technical proposal
  - Institutional Vendor Template (Annex E)
  - Vendor Registration Template (Annex F)
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- All the above-mentioned documents must be fully filled and signed by a duly authorized representative of the bidding entity.
  - The documents shall be submitted via email with a subject line “**Agency Name - Technical Proposal - LRFP-2025-9196266**”.
  - Do **NOT** include any financial proposal. A technical proposal containing any price information will be disqualified.

# Financial Proposal

- A financial proposal shall be prepared in the designated **Financial Proposal Template (Annex D)**. It must be fully filled and signed by a duly authorized representative of the bidding entity.
- The currency shall be **USD or MMK**.
- For local entities registered in Myanmar, payments will be made in MMK. If the financial proposal is made in USD, contracts will be issued in USD and the contract value will be converted to MMK at the time of payment processing based on the exchange rate of the First Private Bank.
- The documents shall be submitted via email with a subject line “**Agency Name - Financial Proposal - LRFP-2025-9196266**”.

# Proposal Submission

- This RFP closes at **5:00pm Myanmar Standard Time on 04 April 2025**.
- Proposals must be submitted to [procurementyangon@unicef.org](mailto:procurementyangon@unicef.org). Do **NOT** copy any individual UNICEF staff member, and this shall disqualify the bidder.
- Technical and financial proposal submissions shall be made separately. If the technical proposal submission includes any price information, the offer shall be invalidated.
- If any questions about this RFP, please contact Mya Thanda Chaw, Ayako Okamura and Ye Htut only via email with a subject line stating LRFP-2025-9196266. The deadline for questions is on 28 March 2025 at 3:00pm.



# Proposal Evaluation Process

1. **Initial Screening:** Submissions will be screened against mandatory submission requirements.
2. **Technical Evaluation:** Technical proposals will be evaluated and scored by a technical team in line with the technical evaluation criteria stipulated in the ToR. Bidders scoring less than 70 points will be disqualified.
3. **Financial Evaluation:** Financial proposals of technically qualified bidders will be opened and evaluated.
4. **Finalization:** Award recommendations will be made to technical qualified bidders which provide the most competitive financial proposals.





# Technical Evaluation Criteria

- It is critical that bidders clearly demonstrate technical experience, expertise and capacity in their technical proposals, in line with the technical evaluation criteria.

Criteria	Max. point
Company Mandatory Pre-Qualifications	Pass/Fail
Bidder's experience and reputation on the market	33
Bidder's capability and expertise	42
Personnel Qualifications	25
Total score	100

- Only proposals which receive minimum of 70 points will be considered technically qualified.

# Timeline

- 25 March 2025: Pre-bid conference (today)
- 28 March 2025: Deadline for questions
- **5:00pm Myanmar Standard Time on 04 April 2025: Proposal submission deadline**
- 30 May 2025: Establishment of LTA with successful bidders

During the proposal evaluation, UNICEF may contact bidders via email for clarifications on proposals. Please provide **a correct email address in the Request for Proposal for Services Form** and be available to respond to UNICEF's requests in a timely manner.

