**ANNEX III**

**LRPS-2021- 9167165**

**LONG TERM ARRANGEMENT**

**TRAVEL MANAGEMENT SERVICES FOR UNICEF**

**AND OTHER UN AGENCIES IN INDONESIA**

**PRICE PROPOSAL FORM – RESPONSE FORMAT**

The format shown on the following below shall be used as a guide in preparing the Financial Proposal. Bidders are expected to insert their service fee (F2) for each of the Transactions. The UN (United Nations) Agencies do not expect to pay any fees other than the services fees for each ticket.

Please be informed that it’s a mandatory to provide price for year 1-5. Should there be any expected change, please make a note in your proposal submission.

**Table 1. Mandatory Services Requirement (year 1- year 5)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Transaction (including flight reservation & ticketing, fare quotation, cancellation/rebooking/refunds, personnel, and management information reporting)** | **Weight distributed accordingly**  **to the amount of**  **Annually Sold Tickets**  **-F1-** | **Service fee of the Travel Agency (in IDR) -F2-** | **Total Cost (F) = (F1) \* (F2)** |
| 1 | Domestic Flight | 50% |  |  |
| 2 | International Flight – to/from Asia | 15% |  |  |
| 3 | International Flight – to/from Europe | 15% |  |  |
| 4 | International Flight – to/from America | 15% |  |  |
| 5 | International Flight – to/from Africa | 5% |  |  |
|  | **Total** | **Total Weight (100%)** |  |  |

In addition to the above main financial component, Bidders are requested to provide their service handling fee for the below transactions which may be leveraged by the UN Agencies upon request. The below rates will not be considered during the evaluation stages; however, the UN Agency may include these fees in the Long-Term Agreement as a guide.

**Table 2. Optional Services (year 1- 5)**

|  |  |  |
| --- | --- | --- |
| **No** | **Transaction** | **Service Fee (IDR)** |
| 1 | Visa, passport, and other government administrative formalities services |  |
| 2 | Ground transportation/car rental |  |
| 3 | Meet & Greet & Airport Fast Track Services |  |
| 4 | Travel insurance |  |
| 5 | Hotel reservations/accommodation |  |
| 6 | Conference facilities reservation within Indonesia |  |
| 7 | Emergency services, e.g. sickness, injury, etc.; |  |
| 8 | Cash Disbursement Service |  |
| 9 | Covid-19 travel pre-requisite Services |  |
| 10 | Other services *(Bidder to specify)* |  |
|  |  |  |

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone &Fax No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed & Stamped : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_