

RFP 22-3425 – PREFERRED TRAVEL SERVICES PROVIDER (PTSP)

Pre-bid meeting notes

The pre-bid meeting was held on 12 April 2022.

SPC presented the RFP document and explained the procurement process to be followed, with a specific focus on competency requirements and mandatory documentation to be attached with the proposal.

Question	Answer
How is travel managed by SPC currently?	<p>Currently SPC works with appointed preferred travel services providers. SPC travellers can send their request directly to the PTSPs without going through the SPC Travel Unit. Itineraries by the most economical route are sent to requesters. The travel request is then lodged by the section the traveller is from in our Travel Management System for approval by the Travel Unit. Once approved, the purchase order is sent to the PTSP who then issues the ticket.</p> <p>The intention with this RFP is to appoint one single PTSP who would be able to help SPC to manage travel services and take care of all its travel related requirements including verification against SPC's travel policy requirements, calculation, and remittance of entitlements and per diems and any special travel and freight requirements.</p>
Can you provide more information about your travel spent?	SPC spent 7 million euros on air travel in 2019. The 7 million does not include accommodation, hotel etc...
Which SPC office will be remitting the funds?	SPC has one integrated financial system which is used by all SPC offices. hence the payment can be processed by any office, the remittance will be made through the same system and bank account to the providers.
So the currency would be Fijian or any other currency?	The currency to be used, depending on where the services are required, will be part of negotiations during the contracting phase.
Question on SPC privileges and immunities?	Because SPC is an international organisation, it enjoys the same privileges and immunities, which diplomatic mission enjoy. Hence, where applicable, SPC may ask the PTSP to assist SPC to obtain diplomatic privileges for clearance of equipment and diplomatic bag
Question regarding SPC payment terms once the ticket has been used? How does that work as ticket life can be 12 months?	This statement is made based on our procurement policy which requires payments to be made only after goods and services have been delivered. However, SPC has a 30 day account period. So, once the ticket has been issued and the traveller has confirmed the receipt of the ticket, the provider can issue the invoice and the payment process will start.
Is SPC open to alternate forms of payment if this provides benefit to SPC? Like a travel account through a credit card company as an example	This option could be discussed during the negotiation phase. Please do mention it in your proposal.

