## FORM F: Price Schedule Form

**Bonn**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Bidder: |  | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: |  | [Insert ITB Reference Number] | | |

The Bidder is required to prepare the Price Schedule following the below format.

For the services listed under Section 5 - Terms of Reference, the selected Travel Agency will charge IRENA a fixed service fee per each issued ticket regardless of booking class, as detailed in below table. The service fees shall remain fixed for the whole duration of the LTA and shall apply for a whole itinerary per passenger and each independent air ticket issued unless there are changes in pricing introduced by air carrier which should be officially communicated.

(1) Based on historical expenditure statistics (provided for your reference in Annexes to the Terms of Reference), bidders are requested to indicate the service fee for each mandatory service required in column B of Table 1. The Financial Evaluation will be conducted only on bidders deemed complaint with the requirements identified in the bid document.

(2) Financial evaluation of the technically responsive bids will be performed as follow: the weightage of each service (A) would be multiplied by the proposed transaction fee (B) to obtain (C). The totals from column (C) would then be combined to calculate the total price quoted by each bidder. A x B = C; then Σ C

(3) Table 2 Optional Services Requirement. These services will not be evaluated for selection of the preferred bidder. IRENA and participating agencies will decide on incorporating the optional services in the main Travel Management LTA after the evaluation result.

(4) IRENA shall award the LTA to the lowest priced technically responsive, eligible and qualified bid

**Currency of the Bid:** USD

**Price Schedule**

|  |  |  |
| --- | --- | --- |
| Type of Transaction | | Applicable Transaction Fee in USD |
| 1) | Tickets Transaction Service Fee  (business & economy) | USD ------- per ticket |
| 2) | Hotel Transaction Fee along with ground handling for conferences, meetings, Daily Delegate Rate (DDR), Technical onsite Support, audio-video equipment or other related services. | In percent % |
| 3) | Only Ground Handling (Airport Transfers, conferences, meetings, Daily Delegate Rate (DDR), Technical onsite Support, audio-video equipment or other related services. | In percent % |
| CORPORATE DEALS  The Contractor shall negotiate Corporate Deals and ‘Ad hoc’ fares with Airlines on behalf of IRENA.  The Contractor shall assist in the discussions to negotiate Corporate Airline Deals on behalf of IRENA. | | |

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| “Volume Based Incentive on Service Fee” \* | |
| Annual Travel spending in USD  (sale on both official & personal travel) | Annual Rebate on Service Fee in % |
| USD 340K & Above | In percent % |
| USD 500K & Above | In percent % |

|  |  |
| --- | --- |
| Accounts Management | Free of cost |
| Management Information Reports | |
| Reports as per Annex A in TOR item (g) including Unused ticket report - Quarterly | Free of cost |
| Travel Insurance | Net Insurance Charges |

|  |  |
| --- | --- |
| Services for personal travel  (to apply corporate discount on all holiday tour packages for personal travel). | In USD per transaction |

*\*Note: if you are quoting for both Abu Dhabi and Bonn the value of annual spending shall be combined*

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_