**RESPONSE TO QUESTIONS REGARDING TENDER 2023-03-028**

Assignment Name: *Travel Management Services (To North America, Latin America, and The Caribbean)*

**Based on questions received, the information below is provided for clarification regarding the tender referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:**

With country or countries the service will be deliver? If we need to consider these countries (Panama, Perú, Paraguay, Chile, Uruguay e United States) from your document, the price template doesn’t have space to insert the fees. We assume that we will service in-country, I mean for example: a ticket Panama – Miami – Panama… Idea call the agency in Panama and by a ticket in Panama, so we need a template that we can send the Fees for each country as below.

 **Response:**

International IDEA has presence or physical offices in Panama, Perú, Chile and United States. Now, we require the service to be provided from or to any part of the world and of course any other country we may have presence in the future. The pricing sheet ask for the service fee that the company will charge us for providing the service, since the form does not give a space for each country, we suggest adding a comment specifying the service for each country.

1. **Question:**

Talking about pricing, why in Idea template [Pricing Schedule](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.idea.int%2Fsites%2Fdefault%2Ffiles%2Ftenders%2FCopy%2520of%2520Re-tender%2520Pricing%2520schedule%2520Travel%2520Agent.xlsx&data=05%7C02%7CS.Loaiza%40idea.int%7C620459a4a6fa4877315c08dc4990bacb%7C40f2f3b3295a4dc3b356e57f3a7d4759%7C0%7C0%7C638466133161869797%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=fFq8Y2ZGB%2BQZE1Zx1lmsdz39BrAuGMSGj0A%2BGtbmJ60%3D&reserved=0) in the 1st and 2nd line we have a service **Air domestic, Nordic**?

**Response:**

An update to the pricing sheet has been uploaded.

1. **Question:**

Form of Payment: Invoicing - within 30 days from acceptance by International IDEA. The invoicing will be only the Fees or all Supplier services as tickets, hotels and so on?

**Response:**

Yes, 30 days. The invoice should detail all the supplier’s services provided during the month.

1. **Question:**

For invoicing: Has Idea a VAT number for each country?

**Response:**

International IDEA is not generally tax exempt, however there are exception based on the country agreement. For this tender, the countries we are requesting the services for (Panama, Perú, Chile, Paraguay, and United States) are tax exempt. As we have country agreements with the government in these countries, we do have a registration number.