**Supplier Response for Tender Reference No: 2024-02-049**

**Assignment title:** The provision of Travel management services for International IDEA offices in Nigeria.

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide Company Name and Contact details above.
2. Complete (Supplier Response) ensuring all answers are inserted in the space below each section of International IDEA requirement / question. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.

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**Supplier Response**

**Technical proposal-100% weighted score of 60%**

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| **(Technical)– 25%** | | | |
| **ID** | | **Cat.** | **Requirement** |
| **01** |  | | Specific experience in relevant sectors including depth and breadth of service offerings and client listing and references as set out in Section 5 Part 1 of the Terms of Reference. (Maximum 25 points). You may share this information as an appendix or affix in the space provided below. |
| **Supplier Response:** |

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| **(Technical)– 25%** | | | |
| **ID** | | **Cat.** | **Requirement** |
| **02** |  | | Adequacy of the proposed methodology for provision of services as set out in Section 5 Part 2.1 and 2.2 of the Terms of Reference. (Maximum 25 points).Explanation of how you would provide those services outlined in the Scope of Work (e.g. what standards would you use? What procedures would you follow? Are there online booking facilities available that via workflow can ensure that travel is approved) You may share this information as an appendix or affix in the space provided below. |
| **Supplier Response:** |

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| **(Technical)– 20%** | | | |
| **ID** | | **Cat.** | **Requirement** |
| **03** |  | | Outline the mechanisms you have in place to receive and handle problems as set out in Section 5 Part 2.3 to 2.6 of the Terms of Reference. Give the example of  1- A cancelled/re-scheduled flight,  2- Lost baggage for a traveller and  3- An en-route passenger suddenly must change routes to attend an unplanned meeting at another location. (Maximum 20 points); You may share this information as an appendix or affix in the space provided below. |
| **Supplier Response:** |

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| **Competence- 15%** | | | |
| **ID** | | **Cat.** | **Requirement** |
| **04** |  | | Outline how you would manage the account, provided as set out in Section 5 Part 2.7 of the Terms of Reference. For example, would specific agents be allocated to International IDEA and how would issues be escalated should the need arise. Include details on how you would ensure compliance with travel policy, securing approvals for all trips booked and invoicing and payment arrangements. (Maximum 15 points).  You may share this information as an appendix or affix in the space provided below. |
| **Supplier Response:** |

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| **Competence-15%** | | |
| **ID** | **Cat.** | **Requirement** |
| **05** |  | Adequacy of the account management proposals including the qualifications and experience of the key staff proposed as set out in Section 5 part 2.8 of the Terms of Reference. (Maximum 15 points). You may share this information as an appendix or affix in the space provided below. |
|  |  | **Supplier Response:** |

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| **Financial proposal-100% weighted score of 40%** | | |
| **ID** | **Cat.** | **Requirement** |
| **06** |  | Refer to the price approach sheet to indicate pricing as appropriate. |
|  |  | **Supplier Response:** |