

APPENDIX 5

PRICE PROPOSAL INSTRUCTIONS

To ensure that all proposals are uniformly and fairly evaluated, each Bidder must submit a Price Proposal following the table below. The Price Proposal shall be based upon the requirements and understandings identified in the Request for Proposal and its Appendixes.

Item	US Dollar price for Ticket issue in the USA	US Dollar price for Ticket issue elsewhere
Traditional Transactions		
Airline ticket (electronic)		
Airline ticket (paper)		
Airline ticket (group more than 20)		
Airline ticket (group more than 50)		
Airline ticket (group more than 100)		
Airline ticket reserved (by phone, e-mail)		
Rail/Train ticket		
Slit ticket		
Voids		
Refunds		
Online Transactions		
Airline or rail Ticket		
Others		
Delivery Fee to GS/OAS buildings		
Upgrades		
After Hour Services		
Long distance calls (International)		
Reporting		

A Transaction is an issued airline or rail ticket regardless of whether it is subsequently used or refunded.

- Voided tickets do not count as additional transactions.
- Refunds count only once, as the initial ticket, not the act of refunding.
- Split tickets are considered one transaction.
- Tickets with personal stops in conjunction with official travel are considered may be considered transactions.

1. United States Point of Sale Transactions

The ticketing process for US point of sale transactions is unique due to the culture of the GS/OAS and therefore demands further clarification so all Bidders have full disclosure of the scope of work for pricing purposes.

The process begins with travelers booking trips. The TMC may not ticket until they

receive the proper authorization via a Purchase Order (PO). If the PO is not received by the TMC, the trip may need to be booked again. This creates a higher number of bookings than tickets issued (one ticket issued averages 3.5 bookings).

Bookings may be for groups or individual travelers. Trips may be simple point to point or complex international. Often, trips include both business travel for OAS and a leisure component (which necessitates a second form of payment for the leisure trip). Often trips are booked and rebooked a few times and never ticketed. The same is true with some small groups.

The GS/OAS does not book hotels through the TMC. The GS/OAS travelers utilize UN per diem rates. Travelers often book their hotel reservations directly using GS/OAS preferred properties. Many travelers prefer to book their hotels directly with the hotel.

2. Revenue Sharing

GS/OAS requires the return of all revenues earned by the TMC on OAS travel volumes (commissions/overrides/bonuses from airlines, hotels, rental car, GDS, etc. earned as a result of the OAS travel volumes). Return of revenues is required by GS/OAS, not optional, so please ensure your pricing includes return of these revenues. You may choose to adjust your transaction fee pricing for each line item where you will charge the GS/OAS a fee, if you feel you must, to accommodate this return to the GS/OAS of your required revenue sharing. The financial tool allows for you to estimate the return of revenues for airline, hotel, rental cars, GDS segment income, etc., for each country where you are bidding.