

IFP 05/18

TRAVEL MANAGEMENT SERVICES FOR THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES (GS/OAS)

Questions of Interested Parties

Answers from the GS/OAS

In order to ensure that we can serve your travel needs and requirements we would need to following information in order to respond.

1. Total Travel Volume and Transaction

a. Annual Air Volume and transactions

This information will be part of the Request for Proposals (RFP)

b. Annual Hotel Volume and transactions

This information will be part of the Request for Proposals (RFP)

c. Annual Car Volume and transactions

This information will be part of the Request for Proposals (RFP)

2. Number of Travelers

a. % of OAS employees vs. Contractors

Can you please explain why do you need to know these percentages?

3. Appendix 2 Application Form – 1.2

a. Is OAS requesting that the TMC set up travel locations in each of the 37 countries listed?

Is desirable but not required.

4. I have one question prior to completing the prequalification paperwork please. There are two references to offering “city pairs”. Can you elaborate on this requirement?

Invitation for Prequalification

1.4 The GS/OAS is preferably looking for one TMC that can provide global service, offer City pair services, but we will also consider awarding the contract to more than one vendor, for regional or local operations, as needed. Interested parties may submit a pre-qualification request to be considered, for the global, regional or local service, or to any possible combination.

Appendix 2

1.5 Can the Applicant offer City pair services?

In commercial aviation, a city pair is defined as a pair of departure (origin) and arrival (destination) airport codes on a flight itinerary. We are looking for a TMC that can provide a global services, but also we can take in consideration TMC's that specialized in certain countries or cities (by city pairs)