

Travel Management Solicitation 19KE5018Q0006 Pre-Proposal Conference April 30, 2019
Questions & Answers

Q1. How is payment for hotel accommodation, conferences, and seminars done? Is it guaranteed via the Credit Card or does the Travel Management Company guarantee these payments?

A1. Hotel vendor payments are not part of this solicitation as the GSO Travel office handles all official bookings.

Q2. What does the advance deposit for hotels / similar facilities cover? Is it 100% or a certain percentage?

A2. We do not pay advance deposits to hold hotels for official government travel. Clause 14.5 of the solicitation refers to negotiated contracts with the service provider (Hotel vendor)

Q3. What is the Centrally Billed Account, and how does it work?

A3. The Centrally Billed Account refers to the U.S. Government credit card system. All transactions will be billed directly to the U.S. government through this Centrally Billed Account.

Q4. We notice that the contract is a one year contract with four options for renewal. In the event there is no renewal what is the notice period?

A4. In the event that a contract is not renewed, the Contracting Officer would communicate with the outgoing contractor as soon as possible to ensure a smooth transfer. U.S. law does not specify a timeline on informing the outgoing contractor that the contract will not be renewed.

Q5. On page 36 Property damage is stated in USD dollars, however, the figures are stated in Kenya Shillings. Can we assume that the insurance is in Kenya Shillings?

A5. A solicitation amendment will be issued deleting the "stated in US Dollars" from 22.0, Insurance, b.

Q6. Based on the DBA – please clarify if we have to have the cover now or can it be obtained at the time of contracting.

A6. DBA will need to be obtained at the time of contracting.

Q7. Clause 7.0 and Clause 20.0 state different Key Personnel positions for the Travel Management Center. Kindly clarify what the actual positions are. Additionally, on the staff list page 35 says we should complete the list at the time of award, however, at the bidders conference it was also mentioned that it was to be completed and also page 66 says it must be completed and refers to complete a resume at the end of the section. Is there a template for the resume, and if there is, kindly share it with us. Kindly provide guidance.

A7. These two clauses are inconsistent and we will be providing an amendment to the solicitation to correct this inconsistency. There is no template for resumes.

Q8. What are the utilities charged, and what has been the average monthly charge for the last 12 months?

A8. For the implant office in Nairobi, utilities such as phone connection charges are payable in full only if the usage exceeds Kenya Shillings 2,000 per phone extension per month. The phone extensions are provided primarily for receiving calls and the travel agent is encouraged to provide cell phone connectivity for convenience. No other utilities are charged.

Travel Management Solicitation 19KE5018Q0006 Pre-Proposal Conference April 30, 2019
Questions & Answers

Q9. On the equipment provided, we can't see any telephone equipment, also at the implant site visit it was mentioned that only one computer will be provided however the list provided indicates a number of computers, could we get clarity on this?

A9. An amendment will be made to the solicitation to revise the Government Furnished Property attachment (Attachment 3).

Q10. The transaction numbers included in page 5 and 71 are these figures from all the Agencies listed on page 37 – 38?

A10. Yes, these figure include all agencies. The transaction number estimates do not include any non-official travel.

Q11. How does the communication work, do we bring in our own network / domain as well as implant equipment?

A11. The vendor will obtain an adequate network link to connect the non- US Government computer hardware. All associated costs are to be borne by the vendor.

Q12. On the submission process, do we need to send in advance the name and id number of the person submitting the bid?

A12. The individual signing the bid should be the authorized company representative. No prior notification is required.

Q13. On bi-weekly billing – does this refer to twice a month or twice a week? (Google defines both as an option)

A13. Bi-Weekly billing here means every two weeks.