



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## RFP/BEL/2018/002 - TRAVEL MANAGEMENT SERVICES

### ANNEX B (a): Financial Evaluation

In the framework of this tender and to evaluate your services and prices, please provide us with your best quotes for the below case studies.

Please check options on [04 September 2018 between 10.00 and 13.00 CET.](#)

Please prepare **3 quotes per case study** with your detailed rates (which must include your fees).

All case studies require a ticket for a UNHCR staff member to reach the destination, and return to Brussels (Zaventem) - except Case Study 5 which is only a journey to return to Brussels (Zaventem).

Please prepare your quotes in a format which is clear to overview.

When you make your first itinerary in GDS (Amadeus, Galileo etc) please prepare a **print screen** with the offer and the time when the options were checked.

Please take the UNHCR travel rules mentioned below into consideration.

**Only use Annex RFP/BEL/2018/002 – ANNEX B (b) to provide your answers**

## **A. Missions in Europe**

### **Quote Request 1**

- Official Itinerary: **Brussels – Geneva – Brussels**
- Departure: **11/09/18** – arrival in Geneva before 10 am
- Return: **13/09/18** in the evening

### **Quote Request 2**

- Official Itinerary: **Brussels – London – Brussels** (12/09-14/09)
- Requested Itinerary by the staff member: **Brussels-Paris-London-Brussels**
- Departure from **Brussels to Paris** (private stay): **10/09/18** morning
- Departure Paris to London: **12/09/18** early morning
- Return: **14/09/18** in the afternoon

## **B. Intercontinental Missions**

### **Quote Request 3**

- Official Itinerary: **Brussels - Nairobi – Brussels**
- Departure: **07/10/18**
- Return: the staff member has a meeting at UNHCR Brussels on Friday morning **12/10/18** which he must attend therefore he needs to return by then

### **Quote Request 4**

- Official itinerary: **Brussels - Bogota - Brussels**
- Departure: (? but) staff member must be in the UNHCR Bogota office on **01/10/2018** at 9 am
- Return: **05/10/18** afternoon

### **Quote Request 5 (Emergency case)**

- Official Itinerary: **Kinshasa – Brussels on 06/09**
- Return trip for 2 adults (a staff member and his spouse) and 3 children (1y, 5y, 8y)
- They were initially supposed to travel back from Kinshasa to Brussels on **07 September**. BUT two days before (04/09) the departure you hear that Brussels airlines is on strike, their **return flight SN359 is cancelled**.
- The family must be repatriated ASAP and preferably before the 08 September!

## **UNHCR Travel Rules**

- The normal route for all travel shall be the most economical route available.
- The travel time shall be calculated with a maximum of 2 hours transfer time, even if the actual transfer is longer. If the transfer is less than 2 hours, actual transfer time shall be used for calculation.
- When the total additional time is less than 4 hours, a more expensive direct route can be chosen, provided the cost does not exceed USD 150 per leg (USD 300 both ways)
- The class immediately below first class (business class cabin, where available), shall be provided for travel on official business and on appointment, assignment or separation when a single leg journey is nine hours or longer and for multi-leg journeys if the combined travel time of the journey is 11 hours or more.
- Conditions shall be changeable, refundable option is not mandatory
- The concept of round trip is not necessarily considered; each leg (Single or Multiple) must be considered individually. The provision of most economical option shall be preferred over round trip tickets. If two or more single leg journey tickets are more economical, then they should be combined (only if the journeys are independent i.e different dates, not connecting)
- Low cost carrier options shall be considered when providing options. Please add checked baggage and upfront seat reservation with speedy boarding when calculating low cost fare.
- Please specify also the booking classes for each flight in your offers.