

## **ANNEX C - EXAMPLE OFFER FOR FLIGHT SEARCH**

### **RFP/01/2018 – 27 March 2018 - FOR THE PROVISION OF AIRLINES TRAVEL MANAGEMENT SERVICES**

Please prepare and send us at **least three options** for requested destinations with offered prices.

*The following rules shall be applied when preparing the offers (UNHCR internal traveling rules):*

- The normal route for all travel shall be the most economical route available, provided that the total additional time for the whole journey (the travel time) does not exceed the most direct route by 4 hours or more.
- The travel time shall be calculated with a maximum of 2 hours transfer time, even if the actual transfer is more than 2 hours. If the transfer is less than 2 hours, actual transfer time shall be used for calculation.
- 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.

Please prepare your offers in a format which is clear to overview; prices, booking classes and basic conditions shall be signaled for easy comparison.

When you make your first itinerary in your GDS, please prepare a print screen with the offer on it, showing the time when the options were checked. This is important that the evaluators can be assured that the options were checked in the above specified timeframe.

#### **Quote request 1: Itinerary: Chisinau – Geneva - Nairobi – Chisinau**

Outbound to Geneva: 25/05/2018 (any time during the day, except early morning options)

Outbound to Nairobi, from Geneva: 30/05/2018 (arrival same day)

Inbound from Nairobi to Chisinau: 06/06/2018 (departure from after 20:00 on 06/06 or next day morning)

Please match your options with the above specified departure and arrival times. However if any option is slightly differ from the above timing but would result in considerable saving, then the travel agent is expected to share it also as an additional “alternative flight option”.

#### **Quote request 2: Itinerary: Chisinau – Geneva – Chisinau**

Outbound: 06/05/2018 (departure after 9:00)

Inbound: 10/05/2018 (departure after 14:00)

**Quote request 3: Itinerary: Chisinau – Budapest – Chisinau**

Outbound: 06/05/2018 (departure after 9:00)

Inbound: 10/05/2018 (departure after 14:00)

**Please note that the above time requirements are strict.**