

RFP No. IPA/RFP/G-OPS/001/2022



IPA

Request For Proposals (RFP)

No. IPA/RFP/G-OPS/001/2022

Provision of Travel Management Services

Issue Date: Monday 25th July 2022

WARNING: Prospective Offerors who have received this document from a source other than from link to poverty-action.org/publication/rfp-travel-management-services-july-2022 should immediately contact global-procurement@poverty-action.org and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted (poverty-action.org/publication/rfp-travel-management-services-july-2022)



17th August 2022

ADDENDUM No. 1

To All Bidders,

Dear Sir/Madam,

RE: CLARIFICATIONS FOR TRAVEL MANAGEMENT SERVICES RFP (IPA/RFP/G-OPS/001/2022)

We have received request for clarification in reference to the above mentioned RFP. Below are the responses to the questions raised.

#	Questions	Clarifications
1	What has prompted you to review your travel provider?	Please refer to the RFP objective.
2	What are the current "pain points" in your travel program? Please detail all areas where there could be improvement.	These are captured in the RFP objective.
3	What was your pre-pandemic travel spend and do anticipate your travel will increase?	The average spend shared is from 2018 to 2022. This data is presented to assist in pricing of the RFP and does not represent a commitment of any kind by IPA.
4	What is your total travel spend breakdown of the \$300-\$400k?	The estimate provided refers to airfare only and is sufficient for responding to the RFP.
5	Do you have any preferred supplier agreements with any hotel/car suppliers and if so with whom? What percentage of your travel spend is through preferred supplier agreements?	No, we do not currently have any preferred supplier agreements.
6	Are your travelers mandated to use your contracted TMC?	No, but we strongly encourage them to do so, and the majority of staff do.
7	Are you currently using an online booking tool? If so, what tool are you using? Are you trying to increase online adoption?	There is an online booking tool through our current TMC, though most reservations are made via email through the TMC.
8	Are we able to include samples/screenshots in appendices?	Please feel free to include relevant supporting documentation as an appendix.
9	Do you want copies of all licenses, certifications etc?	Yes
10	Recommendations/towards - Could you please advise what is meant by "designation"? Are you looking for 5 references who are willing to discuss our services?	Designation refers to the job title of the referee. IPA will reach out to references as part of our due diligence and selection process.

Innovations for Poverty Action | 405 15th St, NW, Suite 800 | Washington, DC 20005 | poverty-action.org

IPA Global Travel Manual

Revision date: 1 October 2021

IPA Global Travel Manual

for international travel and U.S. domestic travel

Revision Date: October 1, 2021

Version: 1

Release Date: October 1, 2021



Version: 1

9

Request For Proposals (RFP) | Provision of Travel Management Services

1. RFP Objective

IPA's objective is to partner with a competent Travel Agency that has extensive Global experience in Travel Management Services and superior customer service. We are looking for a Travel Agency who can demonstrate the achievement of cost savings and compliance to IPA's policies, as well as knowledge of the United States Federal Travel Regulations, including Fly America Act and other development sector regulations. The Travel Agency should be able to charge costs to multiple internal projects and credit cards and generate invoices and reports outlining costs related to each project and card.

2. RFP Calendar

The timeline for the RFP process is below. While we do not anticipate any changes to this timeline, IPA reserves the right to adjust the timeline as needed.

Action	Date
RFP Issue Date	Monday, 25th July 2022
Deadline for Receipt of Questions	Friday, 5th August 2022 at 11:00pm (EDT)
Deadline for Receipt of Proposals	Friday, 2nd September 2022 at 11:00pm (EDT)
Vendors Presentations Anticipated Date	TBD, in mid-to-late September
Vendor Selection Anticipated Date	TBD, in mid-to-late October

3. Proposal Submission Address

Please send your proposal via [this link](#) no later than Friday, 2nd September 2022 at 11:00pm (EDT).

4. Bid Validity

Proposals are expected to be binding for a period of ninety (90) days from the published response date. Please see RFP attached for more details.

5. RFP Terms & Conditions

- The Request for Proposals is not and shall not be considered an offer by IPA.
- All responses must be received on or before the date and time indicated on the RFP.
- All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.

- d. All awards will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
- e. IPA reserves the right to accept or reject any proposal or cancel the solicitation process at anytime and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
- f. IPA reserves the right to accept all or part of the proposal when award is provided.
- g. All information provided by IPA in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- h. IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
- i. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.

6. Attachments

- Request for Proposals
- IPA Travel Policy (currently under review)

July 25, 2022