

Annex I – Bidder Information Form
(Note: Please complete this section in full)

About the Company/Firm:

Registered Name	
Trade name	
IATA registration number	
Company address with telephone /email	
Proposer's Authorized Representative: (Name/Designation/ Tel/Cell, Email)	
Address, telephone, email of designated contact person for DRI of your operational office in Libya	
Total years of experience in the travel business (experience will count from Date of Registration with IATA)	
Number of employees	
Annual turnover 2018	
Number and place of branch offices (if any)	

Place, date _____

Authorized signature _____

Annex II - Financial Bid

Service	Flat rate for service provided
Booking fee for domestic flight ticket	
Booking fee for international flight ticket	
Booking fee hotel accommodation	
Booking fee for event venue inside hotels (including catering, technical services, etc.)	
Booking fee for event venue outside hotels (including catering, technical services, etc.)	
Booking fee for local transportation by road or compensation of participants based on reimbursement of travel expenses	

Place, date _____

Authorized signature _____

Annex III – Declaration of Honour

I, the undersigned, hereby confirm that my company

- is not bankrupt or wound up,
- has no affairs administered by the courts,
- has not entered into an arrangement with creditors,
- Has not suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations,
- has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the DRI's financial interests.

Place, date _____

Authorized signature _____

Annex –IV

Technical & Financial Evaluation Form

Please provide documentation for Technical Qualification

S#	Description of Technical/ Financial Evaluation	Maximum Marks	Marks Obtained
TECHNICAL EVALUATION PART (40 Marks):			
1	Organizational Profile, total years of relevant experience in field since inception of business operations as registered travel agency <i>(1 mark per year, max marks for 10 years plus experience)</i>	10	
2	Accredited IATA membership <i>(5 Marks)</i>	5	
3	List of Global Distribution Systems (GDS) being used (e.g. Abacus, Amadeus, Galileo, World span, Others) <i>(1 mark for each system, maximum 5 marks)</i>	5	
4	Provide letter of appreciation from other Clients with complete references with contacts (authorized representative of the firm, telephone, fax, email) <i>(DRI may contact for reference check)</i> <i>(1 mark for each letter, maximum 5 marks)</i>	5	
5	Geographical Coverage Fully Operational Offices in Libya	10	
6	Provision of 24/7/365 days services: <i>2.5 Marks</i> – at office; <i>2.5 Marks</i> – services availability from home on personal cell phone, email or landline	5	
FINANCIAL EVALUATION PART (60 Marks):			
7	% of Service Charges on Domestic Air Tickets	10	
8	% of Service Charges on International Air Tickets	10	
9	% of Service Charges on booking a Venue inside hotels	10	
10	% of Service Charges on Venue booking a Venue outside hotels	10	
11	% of Service Charges on booking a full board Accommodation	10	
12	% of Service Charges on Local transportation by road or compensation of participants based on reimbursement of travel expenses.	10	
13	Lowest Financial Proposal/ Proposal Under Review x 10 =		

<ul style="list-style-type: none"> • The lowest will get full 10 marks in relevant fields and the rest will get proportionate marks as per their financial offer in relation to the lowest bid submitted; • For Example: Bidder A, B, C has quoted 3%, 4% and 5% respectively. So, calculation would be: For A: $\frac{3}{3} \times 10 = 10.00$ Marks For B: $\frac{3}{4} \times 10 = 7.5$ Marks For C: $\frac{3}{5} \times 10 = 6.00$ Marks 		
<p><i>Total Marks:</i></p>	<p>100</p>	