

**Additional question and answer for Travel Management Service Solicitation
19NP4019R5227**

Question 20: Page 20 (Point 3.9.3.2) – It states “Agencies participating in the governments charge card program have agency CBA accounts established with the charge card company. (Is it correct to assume that the US Embassy/Missions have CBA Accounts established with the charge card company). The charge card company will provide the contractor with magnetic tapes or floppy disks of a month’s CBA billings for each participating agency, at the agency’s request. (Our understanding is that we the Travel service vendor are the contractor) In order to perform automated reconciliation of accounts, the Contractor must have a tape drive and sufficient computer capacity. The contractor shall run these tapes/disks against its own tape of transactions to provide each agency with reconciled charges, no later than (5) working Days from receipt of the charge card vendors billing tapes” (How can we ascertain that the tapes/disk or the accounts programs we are using are compatible and can perform automated reconciliation of accounts?)?

Answer: Yes, US Embassy Kathmandu will have CBA account. Embassy required billing is through CBA. If BSP pass thru is not available in Nepal than TMC can be the merchant only for those airlines who do not accept direct payment. For those airlines who accept CBA billing, we are paying to the airline instead of TMC. In case of CBA billing, TMC will issue the tickets and provide details and Embassy will pay directly to the airline through card.

Please provide us your official confirmation for the list of airlines that accept CBA for direct payment. Embassy frequently uses airlines for your reference are as follows:

For U.S

Dragon/Cathay-American code share flight, Korean/Delta code share flight, Fly Dubai/Emirates-Delta flight

For other Regions:

Emirates, Qatar, Turkish, Thai, Jet Airways, Silk Ai, Malaysian,

For Domestic:

Buddha Air, Yeti Air

Question 21: All payment shall be through CBA (Centrally Billed Account) and all tickets payment needs to be done through CBA directly to the airline. The airline itself must be the merchant and the TMC should not be the merchant for air tickets”. In this case what happens to airlines such as domestic airlines? Will the Embassy directly negotiate a contract with the Domestic Airlines in line with this Note? And how do we resolve the same for airlines that do not have a presence in Nepal or cannot be sold in Nepal (not a part of BSP in Nepal hence can’t be booked through our GDS) such as United Airlines and American Airlines etc??

Answer: Please refer to answer of question 20.

Question 22: Page 13 & Page 34 (15.5.4) – it states how to be obtained and states “The SCAC is only Applicable if a GTR is used for Payment”. Are all bidders expected to procure this prior to bidding?

Answer: No, only winning bidder require to purchase this. Your offer shall include this cost so you can procure this if your company is awarded the contract.

Question 23: Page 41 - ATTACHEMENT 1 – E-TRAVEL STANDARDS FOR ACCOMADATING EXTERNAL TRAVEL AGENT SERVICES. The attachment broadly covers TMC integration requirements on a technical and logistical aspect but does not mention any financial requirements. Can you confirm there will be no financial requirements for eTS Implementation or use required to be made from the Contractor/Us?

Answer: Post is not using this option.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott McDow', with a long horizontal flourish extending to the right.

Scott McDow
Contracting Officer