

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

### **RFP/01/2017 – 14 MARCH 2017 - 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.*
- *The class immediately below first class (business class cabin, where available), shall be provided for travel on 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. 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.*
- *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 specify also the booking classes for each flight in your offers.*

Please check options on **24 February 2017, between 10:00 and 12:00 EET**, as if you have received quote request from the UNHCR at that time. Please prepare your offers in a format that it is clear to overview; prices and basic conditions are signaled for easy comparison.

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

Outbound to Geneva: 05/04/2017 (any time during the day, except early morning options)

Outbound to Nairobi, from Geneva: 10/04/2017 (arrival same day if possible)

Inbound from Nairobi to Chisinau: 16/04/2017 (departure from after 20:00 on 16/04 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: 06/04/2017 (departure after 9:00)

Inbound: 10/04/2017 (departure after 14:00)

Please note that the above time requirements are strict.

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”.