**Annex 2 – Schedules A- D**

**Schedule A: Tender Submission Form**

*To KOMPAK, [insert name], on behalf of (Insert Full Company Name) Address: (Insert Company Address)*

*Phone Number: (Insert Company Phone No).*

*Fax Number: (Insert Company Fax No).*

1. *Offer to undertake the Scope of Works as defined in the Request for Tender (RFT) documentation on the terms described in the RFT and the particulars set out in the enclosed tender submission including the Financial Proposal.*
2. *In consideration of KOMPAK promising to consider our tender, will keep this offer open for a period of twelve weeks after the close of tenders;*
3. *State that we have not prepared our submission with the benefit of information obtained from current or former employees of KOMPAK or Abt JTA, or DFAT in circumstances that constitute a breach of confidentiality or fidelity on the part of that person; or with the benefit of information otherwise improperly obtained;*
4. *State that we have not prepared our submission with the benefit of any information obtained from any other potential tenderer or competitor for the services outlined in this RFT;*
5. *Confirm that the nominated personnel within this tender are available for the duration specified in our proposal, which aligns with the requirements of the Terms of Reference.*
6. *Confirm that we are not aware of any present, or potential Conflict of Interest that exists as a result of us submitting this tender, or entering into an agreement with Abt JTA for the provision of these services.*
7. *Confirm that we have disclosed below (to the best of our knowledge) any matter that may materially affect our performance of the contract, including but not limited to: security, probity or integrity issue, including current or pending investigations or enquiries by any government, law enforcement, or regulatory body; financial capacity and viability to perform the services.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *Nominate the following person as our representative for executive negotiations:*

***Representative’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Position Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***DATED*** *this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 2016*

***SIGNED*** *for and on behalf of*

*(Insert Company Name)*

*Signature of Authorised Signatory Name of Authorised Signatory*

*In the presence of:*

*Signature of Witness Name of Witness*

**Schedule B: Capability Statement**

Tenderers are required to submit no more than five (5) pages of text that addresses Selection Criteria 1 and 2. The capability statement must provide information on the tenderers past experience in providing similar service to those required under this RFT. It should also include detailed information about the organisations approach to providing the services outlined in this RFT including how the company will meet the needs of KOMPAK’s travel, the networks available to KOMPAK, and what their corporate structure and available resources will be.

**Schedule C: Financial Proposal**

The financial proposal should provide a detailed cost estimate, covering costs required to execute the travel services, as outlined below.

Any other costs not listed must also be detailed so that all costs are presented within this proposal.

Tenderers are also required to provide information relating to their payment terms with KOMPAK.

Fee rates will be fixed for the duration of the Agreement (one year with a possible extension up to a maximum of one year). If KOMPAK chooses to exercise its right to extend the Agreement beyond 12 months then the fee rates will remain the same for the duration of the extension period.

1. **Services Fees**

Provide details of services fees in table below:

|  |  |  |
| --- | --- | --- |
| **Service** | **Cost (IDR) or percentage of service value** | **Comments** |
| Booking international airfare |  |  |
| Booking domestic airfare   * Garuda |  |  |
| * Other airlines |  |  |
| Booking hotel accommodation |  |  |
| Car Hire |  |  |
| After hours services |  |  |
| Cancelling flights and changing itinerary details |  |  |
| Other: provide details |  |  |

1. **Payment terms**

KOMPAK’s standard payment terms for these services are as follows:

* 30 days from receipt of invoice
* Refund payment to be received within two (2) months
* No cancellation costs or change to reservation date charges that are not the fault of KOMPAK personnel
* Invoices to be submitted on a fortnightly basis by attaching original tickets, hotel voucher and car arrangement vouchers. The statement of account shall show for each transaction, the country/city and currency in which all costs were incurred by KOMPAK personnel, date, invoice number and the name of KOMPAK personnel.

Provide details of any adjustments, changes or other considerations associated with payment terms in the box below:

|  |
| --- |
|  |

**Schedule D: Personnel Experience and Qualifications**

Tenders are required to submit a description outlining experience and qualifications of the Travel Agent’s personnel who will support KOMPAK activities. Information should be provided for no more than two persons and be no more than 1 page.