



Request for Quotation RFQ # 2019-018

Travel Management (South Africa)

I. Summary of Deadlines

Release of Request for Quotation	30 August 2019
Confirmation of interest due	07 September 2019
Quotations due	14 September 2019
Bidders notified of decision	24 September 2019

Note that PATH reserves the right to modify this schedule as needed. All parties will be notified simultaneously by email of any changes.

II. PATH Statement of Business

PATH is the leader in global health innovation. An international nonprofit organization, we save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health. Learn more at www.path.org.

III. Purpose of RFQ

Purpose of the RFQ:

PATH South Africa Project Office based in Rosebank, Johannesburg supports country-based activities for the Digital Square Initiative and Advocacy Public Policy project.

Digital Square works in close partnership with the United States Agency for International Development (USAID)/South Africa and the National Department of Health (NDoH) to strengthen the national health information system and data use in the public sector. Digital Square South Africa is a four-year program designed to address digital health architecture, interoperability, analytics, and reporting needs to strengthen health system performance and specifically improve service provision and performance monitoring for HIV/AIDS and Tuberculosis (TB). Frequent travel to throughout South Africa's provinces is required to advance this work.

The Advocacy and Public Policy project, advocates for evidence-based policies, funding, and program implementation that support the development and uptake of global health technologies, nationally and within the region. PATH holds the role of secretariat for the South African Health Technologies Advocacy Coalition (SAHTAC), and coordinates civil society input into health research and development (R&D) related policy development and implementation. The three-year grant for these activities is funded by the Bill & Melinda Gates Foundation (BMGF).

PATH seeks to engage the services of an executive travel management company to manage their day-to-day bookings of domestic and international flights, accommodation and airport transfer and other ad-hoc travel as required.

The selected bidder should be able to accommodate our robust travel schedule supporting up to 30 people with an average travel spend of R110,000 per month. PATH would request initial credit facility of R160,000 per month for two years.

Given the high volume of travel, PATH is seeking a full-service travel management company to allocate an experienced and responsive account manager who can provide excellent customer service. The manager should be solutions oriented, have extensive knowledge and network of travel services throughout the country. Afterhours support for travelers and a comprehensive plan for customer engagement is required.

Proposal Requirements

Bids should include descriptions of the following key elements:

- Schedule of fees
 - booking
 - change
 - cancellation
- Service Level Agreement regarding air travel, ground transport, and accommodation bookings
- Airport transfers
 - Cost schedule.
- Process used for quotations
- Payment terms
- Warranty for services
- Account management
- After hour services
- Insurance

Provide information on your overall qualifications, including:

- Profile of relevant corporate qualifications.
- Profile of relevant experience and examples of related work.

- Work with internationally funded NGOs.
 - Application of the Fly America Act'
- Number of years in business.
- Annual revenue.
- If your company has more than one location, please indicate these qualifications for the site that is responding.

IV. Instructions for Responding

A. PATH contacts

Program Contact: Vijay Moodley vmoodley@path.org

Procurement Contact: Jessica Nguyen jenguyen@path.org

B. Confirmation of interest

Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than 07 September 2019. Send the confirmation to the contacts listed above.

C. Quotations due: 14 September 2019

Completed quotations should be submitted by email to the contacts listed above. The subject line of the email should read: **RFQ # 2019-018 your company name.**

D. Conclusion of process

Applicants will be notified of PATH's decision by 24 September 2019. Final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

V. Terms and Conditions of the Solicitation

A. Notice of non-binding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

C. Conflict of interest disclosure

Suppliers bidding on PATH business must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could be present if; there is a personal

relationship with a PATH staff member that constitutes a significant financial interest, board memberships, other employment, and ownership or rights in intellectual property that may be in conflict with the supplier's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest. All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section VIII. A. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest, and could result in disqualification of the proposal.

D. Acceptance

Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

E. Proposal Validity

Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.