



**UPU** | UNIVERSAL  
POSTAL  
UNION

## **Call for tenders**

### **Travel services for the Universal Postal Union**

9 August 2021

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## **1 Introduction**

### *1.1 Profile of the UPU*

The Universal Postal Union (UPU) was founded in 1874 in Berne, Switzerland, with the main goals of establishing a single postal territory for the reciprocal exchange of letter-post items and adopting common principles for the international postal service in a non-discriminatory manner. Currently comprising 192 member countries, the UPU became a specialized agency of the United Nations in 1948. Further information can be found on the UPU website, available [here](#).

## **2 Terms and conditions**

Unless otherwise indicated in this call for tenders, the term “Bidder” shall refer to any person, company or legal entity submitting a proposal in response to this call for tenders. The term “Vendor” shall refer to any selected bidder.

### *2.1 Confidentiality*

Bidders shall treat in strict confidence all information contained in this call for tenders and its attached documents that is not already publicly known or generally accessible, particularly any documentation marked as confidential and distributed by the UPU to Bidders as additional confidential tender documentation. Bidders shall prevent the disclosure or distribution of all such information to third parties and other entities and persons not expressly authorized herein. In case of doubt, these confidentiality provisions shall nevertheless be observed. All Bidders are obliged to observe these confidentiality provisions before, during and after the tender process. These provisions shall not affect the legal obligations of the UPU and Bidders to disclose information.

Bidders shall not use such information for any purposes other than those associated with this call for tenders. The call for tenders and all attached documents may be distributed or made available only to persons directly involved in the tender process on behalf of Bidders. If external agents or subcontractors are involved in the preparation of the tender documents, this must be indicated and their names provided in the participation notification (see section 2.14).

Bidders shall assume full responsibility for the compliance of their agents, consultants, employees and subcontractors, as well as any third parties involved on their behalf in this tender process, with these rules of confidentiality, and shall be liable for any damages resulting from misconduct or unauthorized disclosure.

If a Bidder violates the confidentiality provisions contained herein, it shall be liable to pay a penalty to the UPU unless it can prove that no fault is attributable to it. This penalty shall not exceed 50,000 CHF per infringement. Payment of any such penalties shall not release Bidders from their obligation to observe these confidentiality requirements.

Bidders wishing to submit a proposal in response to this call for tenders must contact the person(s) specified in section 2.15 below and may, if necessary, request additional information from the UPU in relation to this call for tenders.

Without prejudice to the confidentiality provisions set out above, Bidders agree that the receipt of any such information may be subject to the prior signature of a non-disclosure agreement between the Bidder and the UPU, under conditions to be determined and communicated by the latter.

### *2.2 Legal status of the Vendor*

The Vendor shall be regarded as having, in law, the legal status of independent contractor. The Vendor and its agents, consultants, employees and subcontractors (as authorized by the UPU) shall in no way be regarded as employees of the UPU. Such agents, consultants, employees and subcontractors of the Vendor shall not be entitled to any employment benefits from the UPU. The Vendor alone shall be responsible for due payment of all compensation owed to such agents, consultants, employees and subcontractors, including payment of any employment taxes, benefits, compensation and insurance. The Vendor shall represent and warrant that it will comply with all laws, rules and regulations required by the relevant authorities, including the appropriate withholding, reporting and payment of all necessary taxes.

The Vendor shall be liable for all work performed, including any acts or omissions, by its agents, consultants, employees and subcontractors.

### 2.3 *Scope of the call for tenders*

This call for tenders concerns the provision of travel services to the UPU for a period of four years.

### 2.4 *Background*

The UPU is a specialized agency of the United Nations, with a workforce of between 250 and 300 employees. As such, it purchased the following numbers of travel tickets during the period from 2017 to 2019:

<i>Year</i>	<i>No. of tickets purchased</i>
2017	1,027
2018	1,020
2019	1,487

### 2.5 *Objectives*

The UPU seeks to enter into a contract for the provision of travel services for a maximum duration of four years (2022–2025), subject to a one-year probationary period, with a view to ensuring qualitative travel services and efficient travel management for UPU staff.

### 2.6 *Use of subcontractors*

The Vendor may not assign, sublicense, subcontract, pledge or otherwise transfer or dispose of its tender, or any of the rights and obligations contained therein or in an associated contract with the UPU, without the prior written consent of the UPU.

The approval by the UPU of the engagement of any subcontractor shall not relieve the Vendor of any of its obligations or responsibilities concerning the work performed by such subcontractors.

### 2.7 *Use of the emblem, name and initials of the UPU*

Bidders shall not advertise or otherwise make public the fact that they intend to provide, are providing or have provided services to the UPU, or use the emblem, name or initials of the UPU in connection with their business for purposes of commercial advantage or goodwill, without prior and explicit permission from the UPU. Bidders shall take all reasonable measures to ensure compliance with this provision by their agents, consultants, employees and subcontractors.

### 2.8 *Collusive bidding, anti-competitive practices and any other similar conduct*

Without prejudice to the provisions in sections 3 and 4 below, Bidders (including their agents, consultants, employees and subcontractors) shall not engage in any collusive bidding, anti-competitive practices or any other similar conduct in relation to:

- the preparation and submission of tenders;
- the clarification of tenders;
- the conduct and content of any negotiations, including final contract negotiations.

For the purposes of this call for tenders, collusive bidding, anti-competitive practices and any other similar conduct may include the disclosure to, or exchange or clarification with, any other Bidder of information (in any form), whether or not such information is confidential to the UPU or to any other Bidder, in order to alter the results of the call for tenders in such a way that would lead to an outcome other than that which would have been obtained through a competitive process. In addition to any other remedies available to it, the UPU may, at its sole discretion, immediately reject any tender submitted by a Bidder that, in the UPU's opinion, has engaged in any collusive bidding, anti-competitive practices or any other similar conduct with any other Bidder in relation to the preparation or submission of tenders, whether with respect to this call for tenders or other procurement processes conducted by the UPU.

## *2.9 Intellectual property*

This call for tenders and all its attached documents, including any content, forms, statements, concepts, projects and procedures explicitly or implicitly forming part of the call for tenders, constitute the exclusive intellectual property of the UPU. This call for tenders is communicated to the various Bidders with the sole purpose of assisting them in the preparation of their respective tenders. Any hard copies of this call for tenders shall be destroyed or returned to the UPU by unsuccessful Bidders at the request of the UPU.

## *2.10 Privileges and immunities*

Nothing in or relating to this call for tenders, the activities described herein or any potential agreements related thereto shall be deemed as a waiver, expressed or implied, of any of the privileges, immunities and facilities that the UPU enjoys as a specialized agency of the United Nations system, pursuant to the Swiss Host State Act and the Agreement on Privileges and Immunities of the United Nations (on Swiss territory), the Convention on the Privileges and Immunities of the Specialized Agencies (outside Switzerland), and any other conventions and laws recognizing and/or granting such privileges, immunities and facilities to the UPU and its officials (such as the International Organizations Immunities Act in the case of the United States of America).

Accordingly, the Vendor shall expressly acknowledge and agree that the property and assets of the UPU, including any archives, data, documents and funds belonging to the UPU or held by it (including, without limitation, the data/hosting environments and servers pertaining to or associated with the provision of the services, as well as any data or documents in any form belonging to or held by the UPU on behalf of UPU member countries and their designated operators), are inviolable and shall be immune from search, requisition, confiscation, expropriation and any other form of interference, whether through executive, administrative, judicial or legislative action. The Vendor shall immediately contact the UPU in the event of any attempt to violate or any violation of the UPU's privileges and immunities, and shall take all reasonable measures to prevent such violations.

In the light of the UPU's status as a specialized agency of the United Nations (and without prejudice to the observance, by the UPU, of any sanctions established by the United Nations Security Council), Bidders shall expressly certify their legal and operational willingness and ability to provide the services on a non-discriminatory basis for the benefit of all eligible entities established and/or situated in the territory of any UPU member country, irrespective of the existence of diplomatic relations between a Bidder's country of incorporation and/or operation and any UPU member country (including its designated operators).

## *2.11 Tax exemption*

Pursuant to article III, section 9, of the Convention on the Privileges and Immunities of the Specialized Agencies, the UPU is exempt from all direct taxes and from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use.

Furthermore, as an intergovernmental organization and a specialized agency of the United Nations, the UPU is exempt from value-added tax (VAT) in Switzerland (OLTVA, article 22; Instructions 2001 sur la TVA, articles 574, 816 and others), as well as in other countries. Therefore, all prices shall be indicated in "net" form, without VAT or similar taxes.

## *2.12 Language*

Bidders must submit all tender documents in both English and French.

## *2.13 Signature*

Tender documents shall be signed by a representative (or representatives) duly designated and authorized to act on the Bidder's behalf and with the authority to legally bind the Bidder and accept the terms and conditions of this call for tenders.

## *2.14 Participation notification*

Upon receipt of this call for tenders, Bidders shall send confirmation of participation to the contact person(s) listed in section 2.15, in line with the deadline indicated in section 2.20.

### 2.15 Contact persons

Secretary of the Tenders and Procurements Committee  
E-mail: [caa@upu.int](mailto:caa@upu.int)

### 2.16 Further inquiries and questions

Bidders must send any questions regarding the content of this call for tenders or any requests for clarification in writing to the contact person(s) listed in section 2.15 by 6 September 2021.

Answers to questions submitted by Bidders, as well as any additional information and updates relevant to this call for tenders, shall be published on the UPU website at [www.upu.int/en/Universal-Postal-Union/Procurement](http://www.upu.int/en/Universal-Postal-Union/Procurement).

### 2.17 Delivery of tenders and deadline

On an exceptional basis, in view of the current situation relating to the ongoing COVID-19 pandemic, all tenders must be submitted to the UPU by e-mail ONLY at [RFP-2021-013@upu.int](mailto:RFP-2021-013@upu.int) with "RFP-2021-013 – Travel services for the Universal Postal Union" as the subject line.

The deadline for the submission of tenders is **27 September 2021 at 16.00 CEST**.

The UPU shall not take into consideration any tenders received after this date and time. Furthermore, it shall not accept any tenders sent to any e-mail address other than that specified above or sent by any other means.

There shall be no charge to the UPU for the preparation and submission of tender documents by Bidders.

### 2.18 Evaluation procedure

The objective of the UPU's evaluation process is to ensure the selection of a qualified, reliable and experienced Vendor capable of providing the specialized services and fulfilling the objectives set out in this call for tenders.

The UPU shall conduct its evaluation procedure, at its sole discretion, with a view to determining as objectively as possible the tender that best meets its specific requirements. Tenders will be assessed in relation to the requirements defined herein, and due consideration will be given to Bidders' specific backgrounds, qualifications and experience in relation to the required services.

The prescribed structure of tenders, as set out in section 3, is mandatory for all Bidders. The UPU shall not take into consideration any tenders that do not fulfil the mandatory criteria.

Tenders received by the UPU must address all aspects of this call for tenders, and Bidders should identify any aspects where they envisage modifications being necessary or consider elements to be missing.

Tenders shall be evaluated on the basis of the following criteria, in descending order of importance:

- Quality of the tender (according to the specifications herein);
- Knowledge and experience of the Bidder and its team and/or consultant(s), as applicable to the subject matter;
- Price.

The winning tender will be selected based on a non-exhaustive list of criteria as set out in section 4. Bidders should therefore consider how their tender corresponds with the criteria listed and clearly indicate this in their response document.

The deliberations of the UPU Tenders and Procurements Committee (TPC) are strictly confidential. The TPC shall submit a report on its evaluation of the tenders received to the Director General of the UPU International Bureau, together with its final recommendation, for his assessment and authorization.

The UPU is not bound to accept the lowest tender and reserves the right to accept all or part of a tender. In awarding the contract, account will be taken of both the overall costs of the work and of the nature and quality

of the services to be provided. The UPU reserves the right to negotiate prices and terms and conditions of contract after receipt of tenders.

Bidders will be informed of the outcome of their tenders as soon as possible after the UPU has made its final selection.

### 2.19 *Modification, suspension or cancellation of the call for tenders*

The UPU reserves the right, at its sole discretion and at any time before the conclusion of the tender process (i.e. at any time prior to the signature of the relevant contract with the Vendor), to modify, suspend or cancel all or part of this call for tenders.

### 2.20 *Tentative schedule*

Publication of call for tenders	9 August 2021
Deadline for submission of queries	6 September 2021
<b>Deadline for submission of tenders to the UPU</b>	<b>27 September 2021 at 16.00 CEST</b>
Estimated start of engagement	1 January 2022

## 3 **Tender structure – Response format**

All information provided by Bidders must be fully compliant with the terms and conditions set out in section 2 above, as well as the provisions of this section and the service requirements listed in section 4 below.

Moreover, the requirements stipulated in this call for tenders must be addressed in their entirety, according to the structure defined below and following the sequence and numbering provided in this section. The UPU shall evaluate all Bidder responses in accordance with the structure defined herein and shall have the right to reject any tenders that do not fulfil the requirements of this call for tenders.

For each of the requirements listed in this call for tenders, Bidders shall answer with one of the following statements:

- Covered;
- Covered with limitations (explaining relevant limitations);
- Not covered.

Where the answer is “covered” or “covered with limitations”, Bidders shall provide further details and/or examples of existing implementations of their solution in the field (existing use cases).

### 3.1 *Cover letter*

Bidders shall submit a cover letter including:

- A statement that the Bidder has read, understands and accepts all provisions of this call for tenders;
- The Bidder’s name, telephone number, postal address and e-mail address, and the name(s) of its representative(s);
- A statement that the Bidder’s tender documents are valid for a minimum period of 120 days.

The cover letter shall be signed by a representative (or representatives) duly designated and authorized to act on the Bidder’s behalf and with the authority to legally bind the Bidder and accept the terms and conditions of this call for tenders, and shall also include a confirmation of such authorization by the Bidder.

### 3.2 *Executive summary*

Bidders shall provide an executive summary highlighting the most important aspects of their tenders.

### 3.3 *Bidder information*

Bidders must provide the following information:

- Company structure, locations/subsidiaries;
- Financial data (turnover, profit, etc.);
- Partners and equity holders of the company;
- Company history;
- Market position and share in relevant markets.

### 3.4 *Subcontractor information*

In the event that Bidders intend to engage a subcontractor for part or all of the services set out in this call for tenders, the following information must be provided with regard to the subcontractor(s):

- Company structure, locations/subsidiaries;
- Financial data (turnover, profit, etc.);
- Partners and equity holders of the company;
- Clean and reliable records (i.e. staff criminal records, UN Security Council Consolidated List).

### 3.5 *Functional proposal*

Bidders shall submit a functional proposal addressing all of the requirements set out in section 4 (Service requirements). This proposal should outline the methodology, processes and timelines, as appropriate, that Bidders intend to implement in order to fulfil the objectives of this call for tenders.

### 3.6 *Pricing structure*

/ Bidders shall provide a detailed pricing structure for the services proposed, as described in Annex 1.

Bidders shall not include VAT in their pricing structure (see section 2.11 above). All pricing information shall be set out exclusively in CHF (Swiss francs).

### 3.7 *Delivery and payment schedule*

The target dates for provision of the services are as follows:

Start date: 1 January 2022

End date: 31 December 2025

The delivery and payment schedules should be proposed by Bidders in their pricing structures, and must be agreed with the UPU.

The services provided by the Vendor shall be invoiced in arrears on a monthly basis. The UPU will make payment within 30 business days of receipt of invoice, subject to its acceptance of the services provided and the Vendor's transmission to the UPU of any and all documentation clearly detailing the services to which the invoice pertains (in a format to be established by the UPU).

### 3.8 *UPU General Terms and Conditions*

Bidders shall include in their tenders a statement of acceptance of the UPU General Terms and Conditions for the Provision of Services, attached hereto for reference.



The final terms of any contract arising from this call for tenders shall be defined by the UPU for acceptance by the Vendor. Contract negotiations shall commence only after the final selection of a Vendor by the UPU.

#### **4 Service requirements**

##### *4.1 Description of the services*

The Vendor will be expected to provide the following services:

- Organize business travel for UPU employees, ensuring the best possible prices and adhering to the UPU guidelines and/or fee regulations;
- Liaise with UPU staff in English and French;
- / – Comply with the travel instructions established by the UPU, as outlined in Annex 2, and monitor the application thereof;
- Provide emergency travel assistance services, available 24/7;
- Provide travel statistics and analyses (monthly and yearly).

##### *Scope of services*

- Organize business trips, including the reservation of flights, hotels, trains and rental cars, and the issuance of travel documents;
- Provide advice and information on travel formalities, such as health passports, etc.;
- Provide assistance, advice and information with regard to visa applications;
- Send travel documents;
- Provide an emergency assistance service, available 24 hours per day, for any changes to reservations and the issuance of new plane tickets required outside the agency's opening hours in Switzerland;
- Provide holiday and leisure offers;
- Prepare statistics and analyses.

##### *Obligations of the UPU*

The UPU will generally direct requests relating to the organization of business trips to the Vendor. However, the UPU may, at its discretion, opt to contact other service providers.

##### *Transaction fee system*

The UPU will remunerate the Vendor for the services provided on the basis of a transaction fee system.

##### *Definition of a transaction*

Issuance of a plane ticket	1 transaction
Issuance of a new ticket (e.g. if original lost or amended)	1 transaction
Processing of a refund	1 transaction
Reservation of a hotel room	1 transaction
Reservation of a rental car	1 transaction
Reservation of a train ticket with seat reservation (simultaneous request)	1 transaction

##### *4.2 Bidder requirements*

Bidders shall have at least five years of active experience in the travel business.

Bidders are expected to provide the required services in both English and French.

Bidders are expected to be open from Monday to Friday, from 8.30 to 18.00 (CET/CEST), and to provide an emergency travel assistance number that is accessible 24/7.

Bidders must be environmentally aware, must always offer the most economical options via the most direct routes, and must be able to produce statistics with regard to the CO<sub>2</sub> consumption of the transport modes used for each trip.

Bidders are expected to offer an electronic invoicing system, in addition to traditional invoicing.

Bidders shall demonstrate a record of satisfactory performance in similar activities (i.e. reference letters and/or work completion certificates). The business transactions and activities carried out by the Bidder must be compliant with the mandates and principles of the UPU.

#### 4.3 Consultant requirements

Bidders not operating as an independent consultant should propose at least three individual consultants in accordance with the requirements specified in this call for tenders for the performance of the services and activities described herein. Bidders are required to provide the CVs and diplomas of the said consultants, as well as a letter of motivation and a brief write-up (maximum 1,000 words) of the consultants' approach and methodology with regard to the project, for further verification and evaluation by the UPU. The UPU shall select one individual consultant from the list of three proposed by the successful Bidder. The UPU shall have the right to reject a proposed consultant if the individual does not fulfil the UPU's requirements as defined in this call for tenders.

Bidders not operating as an independent consultant should describe any relevant procedures concerning the replacement of individual consultants if so requested by the UPU.

#### 4.4 Assessment criteria

Bidders will be assessed on the basis of a scoring system of up to 70 points for their functional proposal and 30 points for their pricing structure.

The functional proposal shall be assessed on the basis of the following criteria:

<i>Criteria</i>	<i>Points obtainable</i>
Quality of the tender (according to the specifications outlined above)	40
Minimum of five years of experience in providing travel services/managing travel for organizations (international, governmental, and private companies). Please attach work certificates and/or references, and clean/reliable records for the Bidder and its team/subcontractors.	30
Pricing structure/commission	30

Bidders shall provide evidence of their ability to meet these requirements by means of a list of references.

#### 4.5 Duration of services

The services are scheduled to commence on 1 January 2022 for a total contract term of four years.

#### 4.6 Reporting

The Vendor is expected to provide monthly and annual reports containing travel statistics and analyses.

The monthly report (in Excel format) should include:

- A description of transactions;
- The number of tickets issued;
- The associated costs, including travel agent fees.

The annual report (also in Excel format) should provide:

- Annual statistics and details related to travel, including analysis and graphical charts;
- A calculation of CO<sub>2</sub> consumption (in kg) for all air tickets issued, with relevant analysis. This is to be submitted annually and on request to the UPU's Sustainable Development Officer.

#### *4.7 Other requirements*

Bidders shall describe any relevant procedures for ensuring the continuity of the services provided and for appropriate backup and retraining, as well as any relevant procedures pertaining to project management and communication.

Bidders shall also confirm that their tenders cover all costs associated with the provision of the services referred to herein. Any other costs to be incurred by the Vendor, including any travel and subsistence costs incurred in the provision of the services at locations other than its own premises and specifically designated by the UPU shall be subject to the prior written consent of the UPU. No other fees shall be paid, with the exception of reimbursement of other unavoidable costs incurred for successful delivery of the services, which shall also be subject to the prior written consent of the UPU.

#### *4.8 Additional information*

Bidders may include any additional information that they deem necessary or relevant in order for the UPU to gain a clear and detailed understanding of the services being offered.



**Pricing structure/commissions**

	<i>Commission</i>
Domestic (i.e. within Switzerland) or European flight (e-ticket)	
Intercontinental flight (e-ticket)	
Train journey within Switzerland	
International train journey (including seat reservation)	
Hotel reservation	
Reservation of a rental car	
Visa request	
Reimbursement of a refund (for air travel)	
Reservation with a low-cost airline	
Issuance of a ticket using a UPU staff member's air miles	
Cancellation or modification before ticket issuance	
Cancellation or modification after ticket issuance	
Invoicing through e-invoicing system	
Issuance of full fare price certificate on request	
Statistics (annual fee)	
24/7 emergency travel assistance service (including one-off cost for ticket issuance)	

**N.B.** – As an international organization, the UPU is exempt from VAT.

### UPU travel procedures

The Human Resources Directorate (DRH) has primary responsibility for the management of UPU travel. However, administrative focal points for travel from other UPU directorates may authorize the issuance of tickets.

- 1 A list of the focal points who handle and authorize the travel within the UPU will be provided to the travel agent. Tickets may be issued only if authorized by a focal point and by the DRH.
- 2 The traveller, having received approval for travel from the Director General's office, will contact the travel agency, preferably by e-mail, using the UPU reservation form (Annex 3).
- 3 The travel agency will send to the traveller (by e-mail, with the DRH or focal point in copy) a minimum of three flight offers compliant with the UPU staff rules on travel (i.e. using the most economical means of transportation and the most direct route). If possible, options by train should also be included (first-class travel is authorized).
- 4 The travel agency must provide an estimation of CO<sub>2</sub> consumption for all air tickets issued.
- 5 Following authorization by the DRH or focal point, the travel agent will send the e-ticket to the traveller, with a copy to the DRH or focal point. The invoice must be sent electronically to the DRH or focal point and to the UPU Finance Directorate (DFI).