

CONDITIONS OF APPLICATION FOR CONTRACTING

Local travel Agency services



PH15-00011

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1. BACKGROUND

1.1. Purpose

RENFE Operadora has incorporated a branch in Saudi Arabia known as RENFE SAUDI ARABIA BRANCH. The purpose of this Call for Tenders (hereinafter referred to as “Call for Tenders”) is to establish the key procurement terms by Renfe Operadora’s Saudi Arabia Branch, to hire a:

Local travel agency.

1.2. Place of performance and service provision:

ARABIA SAUDI

2. SUBMISSION OF BIDS AND FORM OF PRESENTATION

Any offers shall be submitted within a closed envelope. The following should be reflected in the outside of the envelope:

- The dossier number and the purpose of the tender as set out in the cover page hereof.
- Clear identification details of the bidder.
- The following address where it should be delivered:

RENFE Saudi Arabian Branch
Alameer Sultan Street North,
Alnaeem District (4)
Ahmed Al-Hamoody Street Building N° 8
PO BOX 51656, Jeddah 21553, Saudi Arabia

Or e-mail: administration_renfeksa@renfe.es

The bidder needs to be a Saudi Arabian company or a foreign company with permanent establishment in Saudi Arabia.

The information sent will contain the following documents:

1. Certificates evidencing the Bidder’s capacity to operate in KSA: GOSI and CR certificates.



2. Technical offer noting the following mandatory requirement:

- Having a Global partner
- Integrated management of services (Flight tickets, hotel rooms, car rental).
- Overview of branches network across Saudi Arabia
- Working hours. Availability of 24/7 telephone assistance
- Reporting capability to split invoices and information depending on employee type or department.

3. Economical proposal splitting Corporate travel services and applicable charges as follows:

Service Description	Service Charges
Issuing of domestic flight tickets	% of ticket value
Issuing of International flight tickets	% of ticket value
Hotel Bookings	% of value

The deadline for submission of tenders shall be as date specified in the request for offer.

3. VALIDITY OF THE CONTRACT

The validity of the offer shall be at least 60 days.

4. AWARD OF THE CONTRACT

RENFE Saudi Arabian Branch reserves the right to award full or in part, or even cancel.

RENFE Saudi Arabian Branch keeps the right to make any further verifications considered necessary before awarding and, if not adjusted to what is stated in the documentation provided by the bidder, the bid submitted could be rejected.

4.1. Negotiation

By analyzing and evaluating the proposals received, RENFE-Operadora will decide on which offers will conduct a negotiation process, which may be one or more vendors.

The award of the contract will be based on the bid or bids submitted by the bidders or supplemented with the outcome of the negotiation process followed.

Bidder shall be decided upon economic proposal.



5. TERM AND DURATION OF THE CONTRACT

Two years.

6. PRICES

The offered prices shall be fixed and not subject to revision, and shall include all necessary services and necessary actions and any other expenses relating to any mandatory approvals, licenses and permits to be obtained by the Bidder in KSA for the correct completion of the awarded services, in accordance with the requirements set forth herein, in the bid submitted by the Awardee and according to the final negotiations and the agreement to be finally executed.

Furthermore, prices shall include any and all existing and future taxes, levies and expenses as may be applicable and any other items.

7. INVOICING

Monthly billing after service delivered. Acceptance of the bill will be made by the responsible personnel.

The invoice must have the data identifying the contractor and RENFE-Operadora, in accordance with legal requirements. Also shall state separately, if necessary, tax (VAT), which will be invoiced separately under each of the bills in accordance with the provisions of the Governing Law and Regulation Development

The invoice must be sent to the following address:

RENFE Saudi Arabian Branch
Alameer Sultan Street North,
Alnaeem District (4)
Ahmed Al-Hamoody Street Building N° 8
PO BOX 51656, Jeddah 21553, Saudi Arabia



The failure or breach of these requirements entail the return of the bill and updating your date with the economic effects arising.

8. PAYMENT

RENFE SAUDI ARABIA BRANCH will make payments within a 30-day period as from the issue date of the invoice, via bank transfer to the current account indicated by the Awardee for payment purposes.

9. CONFIDENTIALITY

All information derived from the service will be considered confidential, answering the bidder from misuse of it by himself or by his staff, being affected guarantee to the fulfillment of that obligation.



Jeddah, 30 March 2015