



## MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

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Ro Lalabalavu House, 370 Victoria Parade, Suva

25<sup>th</sup> September 2023

To: The Permanent Secretaries and Heads of Department

**Re: Tender No. RFT 22/2023 – Travel Management Services for Whole of Government – Ministry of Finance**

The Government Tender Board in its Flying Minute No. 41/2023 on 30<sup>th</sup> August 2023 approved Travel Management Services for whole of Government. Details of the approval are as follows:

- a) Approved **Oneworld Flight Centre Limited**), **Macquarie Travelworld Services Pte Limited** and **Lodhias Travel Services Pte Limited** as the preferred but not exclusive service providers for RFT 23/2023 with respect to overseas and local travel management services (air travel bookings, vehicle rental bookings and accommodation bookings) for whole of Government at applicable zero costs (markups, administrative fees, service fees, service fees for refund and cancellation fees) plus applicable air travel and/or vehicle rental and/or accommodation fares charged by air travel/vehicle rental/accommodation providers on an open basis “as and when” required for a period of three (3) years;
- b) For credit transactions undertaken, a 30 day credit term with 1% interest per month on overdue accounts is approved for individual Government Ministries/Agencies with **Oneworld Flight Centre Limited, Macquarie Travelworld Services Pte Limited and Lodhias Travel Services Pte Limited**.
- c) Macquarie Travelworld Services Pte Limited has 3 subsidiary companies. The Agencies are to ensure to seek 1 quote from the 3 subsidiary companies and the other quotes from the approved service providers.
- d) Individual Government Ministries/Agencies are to seek the prior approval of their responsible authority in charge of controlling budget expenditure before engaging in opening credit accounts; and,
- e) Individual Government Ministries/Agencies are to seek the prior approval of their responsible authority in charge of controlling budget expenditure for any applicable additional charges.

The contract is effective from **20<sup>th</sup> September 2023** and will expire on **19<sup>th</sup> September 2026**.

The award is on open basis, hence Ministries and Departments ('agencies') may purchase from any one of the approved service providers. While the award is on open rate basis, agencies are to be mindful of their budget in selecting the preferred suppliers and ensure value for money is achieved for every purchase. Value for money is the most advantageous of cost, quality services and sustainability to meet requirements within the required time.

Agencies are also to take note that with regards to part (a) above, approved service providers will charge zero service fees for refund and cancellation charges. However applicable refund and cancellation charges from air travel/vehicle rental/accommodation providers such as airlines, hotels, vehicle rentals etc. will be charged. Therefore, for processing of refund and cancellation charges from air travel/vehicle rental/accommodation providers such as airlines or hotels etc., approval will be as per part (e). Agencies are to ensure pre-planning to avoid refund and cancellation charges from airlines, hotels etc.

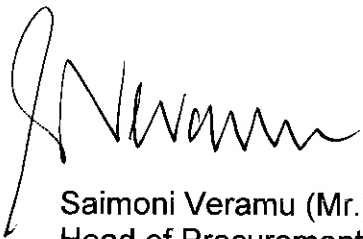
Officers who are involved in the procurement for their respective agencies are required to maintain a detailed record and monitor the performance of the contractor during the contract period. Any complaints regarding the contractor must be officially corresponded to The Head of Procurement, Ministry of Finance, Strategic Planning, National Development and Statistics or through the feedback portal in [www.fpo.gov.fj](http://www.fpo.gov.fj)

Kindly bring the contents of this letter to the attention of all officers involved in procurement and facilitation of payments for the above-mentioned contract.

We look forward to your co-operation and compliance to this contract.

For all further details or queries, please do not hesitate to contact Mr. Akshay Chand on email [akshay.chand@finance.gov.fj](mailto:akshay.chand@finance.gov.fj) or call 3221 243.

Thank you



Saimoni Veramu (Mr.)  
Head of Procurement  
for **Permanent Secretary for Ministry of Finance**

## Service Provider Contact List

### **Oneworld Flight Centre Limited**

<u>Contact Name</u>	<u>Address</u>	<u>Phone Contact (mobile)</u>	<u>Email</u>
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### **Macquarie Travelworld Services Pte Limited**

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### **Lodhias Travel Services Pte Limited**

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