**ANNEX 4**

**PRICE PROPOSAL FORM**

|  |  |
| --- | --- |
| **BIDDER INFORMATION** | |
| Name of Company: |  |
| Name of Contact Person: |  |
| Email: |  |
| Phone: |  |

1. **Air Travel**

* 1. **Transaction Fees**

Please provide details on transaction cost / booking fee or indicate ‘Free of Charge (FOC)’ if service is available without an additional fee or ‘N/A’ if service is not available:

|  |  |
| --- | --- |
| **Transaction type** | **Price (US$)** |
| Online booking fee (booked directly by ARK) |  |
| Offline booking fee (manual ticket issuance by Travel Agent) |  |
| Out of hours booking fee |  |
| Transaction fee for ticket change |  |
| Transaction fee for ticket cancellation |  |
| Transaction fee for processing refund |  |
| Other additional charges not mentioned above |  |

* 1. **Menu Pricing**

Bidders who have qualified for price evaluation stage will be requested to provide quotes for real time flight itineraries. ARK will contact the bidders separately on this. No submission is required with the price proposal response at this stage.

1. **Hotel Accommodation**
   1. **Transaction Fees**

Please provide details on transaction cost / booking fee for both single and group bookings, or indicate ‘Free of Charge (FOC)’ if service is available without an additional fee or ‘N/A’ if service is not available:

|  |  |
| --- | --- |
| **Transaction type** | **Price (US$)** |
| Online booking fee (booked directly by ARK) |  |
| Offline booking fee (manual issuance by Travel Agent) |  |
| Out of hours booking fee |  |
| Transaction fee for reservation change |  |
| Transaction fee for reservation cancellation |  |
| Transaction fee for processing refund |  |
| Other additional charges not mentioned above |  |

* 1. **Menu Pricing for Accommodation**

Bidders who have qualified for price evaluation stage will be requested to provide quotes for real time room rates from specific hotels. ARK will contact the bidders separately on this. No submission is required with the price proposal response at this stage.

1. **Meeting/venue hire**
   1. **Transaction Fees**

Please provide the transaction costs for venue / meeting room hires.

|  |  |
| --- | --- |
| **Transaction type** | **Price (US$)** |
| Standard booking fee |  |
| Out of hours booking fee |  |
| Transaction fee for reservation change |  |
| Transaction fee for reservation cancellation |  |
| Transaction fee for processing refund |  |
| Other additional charges not mentioned above |  |

1. **Travel Booking Platform**
   1. **Transaction Fees**

Please provide details on fees or indicate ‘Free of Charge (FOC)’ if service is available without an additional fee or N/A if service is not available:

|  |  |
| --- | --- |
| **Fee components** | **Price (US$)** |
| Travel booking tool implementation / set up |  |
| Annual fee |  |
| Travel location tracker (if add-on) |  |
| Other additional charges not mentioned above |  |

1. **Corporate Discounts**

Please provide details on any discounts offered either for any of the four sections above individually, or collective discounts as a whole:

|  |  |
| --- | --- |
| **Discount type (amount, percentage etc.)** | **Discount offered** |
|  |  |
|  |  |
|  |  |