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| Attachment 4**Proposal To Bid Invitation** |
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| **I. Company Name:** **II. Proposal submission date:** |
| **III. Scope of services:** |
| **Scope of services** | **Proposal by Travel Agent** |
| **1. Company Profile** 1) Company Name 2) Year of establishment 3) Name of president 4) No. of total employee  5) No. of employees for corporate travel business  6) Total revenue (KRW 2021/ 2022) 7) Company website 8) Contact person, phone no. and e-mail 9) Company profile (please include in the proposal)  |  |
| **2.** **Does your travel agent use and access IATA Billing and Settlement Plan (BSP)**? If yes, please provide us a copy of BSP registration certificate. |   |
| **3. Travel Agent Service Fee (TASF):** What % of  service fee does you charge for issuing a flight ticket? 1) TASF should be calculated based on airfare excluding fuel surcharges and tax.  |   |
| **4. List of airline contracts with special rates:**  Please specify the airline names and discount rate  from market rate.  \* Please do not include normal travel agent discount  rate which every agent has. \* Please highlight if having corporate with Korea Air |   |
| **5. List of hotel contracts with special rates:**Please specify the hotel names and discount rate  from market rate. |  |
| **6. Competitive routes or destinations (**price and sales  volume perspective)  \* Please describe your experience with travel arrangement for developing countries. |   |
| **7. Service charge for visa handling** \*Visa pick up/delivery service **must** be included in travel service.\*IVI travelers directly contact the travel agency for visa application or to request visa information, so the handling process **must** be included in travel service |   |
| **8. Availability and number of designated staff for IVI**  \* Please specify the work scope and number of  designated staff, i.e) ticketing, operations, visa \* Please specify the guaranteed response time from  the time of request.  \* Designated staff for air ticket arrangement and visa **should** be proficient in English both verbal and written. |   |
| **9. Availability of GDS account provision for the IVI travel team** i.e) Topassellconnect, ABACUS  |  |
| **10. Availability of emergency call or contact during weekend/holiday or after office hour**\* Please specify if English service is available.\* Please describe the available ways to contact, such as email, phone, etc. |  |
| **11. Other available service/company’s strength** \*Please describe your company's strength and if your  company can provide any other service which may  benefit to IVI.\*Please describe if you have any application,  platform or expense management system which is  applicable for business travel management in IVI. |   |
| **12. List of current corporate clients** |  |