

FAQs: RFP-Travel Management Services

Q1. Which specific fields are required in your consolidated invoices?

Ans: Provide sample invoices in your proposal. Format details and specific fields to be discussed with the winning bidder at the SLA stage.

Q2. On which date of the month do you prefer to receive your invoice?

Ans: 10 days before the last Thursday of the month.

Q3: Do you require a bi-weekly consolidated invoice (standard) or monthly

Ans: Monthly will be fine, but if you can provide weekly it will be better.

Q4: Will payment be by credit card or BTA? BTA

Q5: If by BTA, which provider? Amex

Q6: Is the BTA account only intended for CGIAR's travel spend or will it be used on a broader range? It will only be used for CGIAR travel spend.