



[Mission Name]
[Mission Country]

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNTSO. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to [Mission Name] using the fax number or e-mail address provided below.

Title of the EOI:

Travel Management Services (Long Term Agreement)

Date of this EOI: 17 June 2014

Closing Date for Receipt of EOI: 1 July 2014

EOI Number: EOIUNTSO9896

Address EOI response by fax or e-mail for the Attention of: Minda Graniewitz

Fax Number: 972-2-568-7317

E-mail Address: graniewitz@un.org & untsoprocurement@un.org

UNSPSC Code: 90121500

DESCRIPTION OF REQUIREMENTS

PROVISION OF TRAVEL MANAGEMENT SERVICES (TMS) TO UNITED NATIONS TRUCE SUPERVISION ORGANISATION (UNTSO), JERUSALEM

The United Nations Truce Supervision Organization (UNTSO), Jerusalem, Israel) requires International Air Travel Management Services from qualified, competent and licensed and accredited Service Provider(s). This requirement includes, but is not limited to, provision of travel reservation services, ticketing services and related services to support official and non-official travel of staff members of the UN, their dependants and other persons nominated by the UN such as military personnel, consultants, individual Contractors or members of committees.

Travel Management Services (TMS) shall be required for a period of three (3) years with an option to extend, at the sole discretion of the UN, by another two (2) one (1) year periods dependent on the continuation of UN mandate, availability of funds, and satisfactory performance of the Service Provider(s). The Service Provider(s) is required to provide services out of and into but not confined to Israel, Jordan, Egypt, Lebanon, and Syria.

The main objective of this competitive bidding exercise is to ensure efficient and cost effective provision of Travel Management Services to the UN by operating centralized procurement office for travel management services. The UN shall ensure that the selected Service Provider(s) has the capacity to meet the requirements of UN Travelers.

The Service Provider(s) shall be required to facilitate travel management services for UN Travelers for

official and non-official purposes in accordance with the UN travel policy that emphasizes the most direct and cost effective route. The Service Provider(s) should be able to provide services out of all of the above mentioned countries through own chain of travel agencies or a series of sister companies through which it shall issue tickets to ensure that UN receives the lowest possible rates on all services mentioned hereunder.

Travel Reservations:

The Service Provider(s) shall provide core travel reservations, ticketing and related services in conjunction with official travel as authorized, including, but not limited to:

The Service Provider(s) will process all requested airline, hotel, car rental and rail reservations in compliance with the UN travel policy. Air travel will be ticketed using the lowest available fare using, whenever possible, UN preferred carriers.

The Service Provider(s) shall accept reservation requests from UNTSO Travel Unit by telephone, fax, walk-in, email, and/or online systems.

The Service Provider(s) will establish a process to facilitate all methods of booking reservations to maximize efficiency for the UN. Electronic processing of online reservations will be implemented, where possible, to enable maximization of staffing at all travel operations. The UN's customized ERP solution is SAP software.

Unless otherwise requested, the Service Provider(s) will calculate the lowest logical airfare and ensure that the UN receives the best possible price.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expressions Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and send it via fax or email to [Mission Name] (UNTSO) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Minda Graniewitz

EOI Number: EOIUNTSO9896

FAX: 972-2-568-7317

FROM:

SUBJECT: Travel Management Services (Long Term Agreement)

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify and ensure that your company is registered under its **full legal** name with the **UN Secretariat** on the United Nations Global Marketplace (www.ungm.org).
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

*To be completed by the Vendor (All fields marked with an '**' are mandatory)*

COMPANY INFORMATION

UN Global Market Place (UNGM) Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State :

Postal Code * :

Country *:

Phone Number *:

Fax Number *:

Email Address *:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : _____

Date: _____

Name and Title : _____

EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <http://www.un.org/Depts/ptd>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (http://www.un.org/sc/committees/list_compend.shtml), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <http://www.un.org/Depts/ptd>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to [Mission Name] (UNTSO) by the closing date set forth in this EOI. *Due to the high volume of communications UNTSO is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page on the UNPD Website indicated above.