

**REQUEST FOR EXPRESSION OF INTEREST
FOR PROVISION OF TRAVEL SERVICES FOR UNDP IN KHARTOUM, SUDAN**

1. The United Nations Development Programme (UNDP) in Khartoum, Sudan is seeking one or more travel service providers that can provide a full range of travel services. The UNDP has a high volume of domestic and international travel business and services for its staff, experts, consultants, visitors and missions.
2. For this reason, the UNDP Procurement Unit in Khartoum invites qualified potential service providers to express their interest in ***Provision of Travel Services for UNDP in Khartoum, Sudan***. The expressions of interest should express the ability to provide high quality travel services, including issuance of air tickets, *airport pick-up, hotel bookings, assistance for emergency travel and medical evacuation, processing visa applications, and assistance in arranging for major conferences abroad, etc.*
3. The Expression of Interest must be received by UNDP at the given address, **no later than 21 June 2009, 12:00 hours** (local time) **with** all required documentation.
4. This **EOI** does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all **EOI** without incurring any obligation to inform the affected applicant/s of the grounds. It should be noted that UNDP is under no obligation to invite companies who express their interest for the subsequent solicitation exercise. The Service Provider will be selected according to the procedures set forth in the UNDP Procurement Guidelines.
5. In submitting their Expression of Interest, the prospective service providers shall provide the following information:
 - a) **General Information:**
 - Profile
 - Copy of IATA Accreditation Certificate
 - b) **Business References:**
 - Major Corporate Clients / Contract Details / Estimated Contract Value
 - At least three letters of Recommendations

c) **Volume of Sales for 2007& 2008:**

- Annual number of tickets issued
- Annual international air tickets (US\$)

d) **Size of Agency:**

- List of name(s) (if any) and address(s) of branch office(s) worldwide and in the region
- List of airline(s) (if any) that your agency issue air-tickets on behalf of
- List of airline(s) (if any) that your agency sell air-tickets on behalf of

e) **Personnel Competence:**

- Curriculum Vitae of managerial personnel and other full time travel staff members qualified and competent to sell international air transportation

f) **Business Entity of Agency:**

- Ownership (sole owner, partnership, or corporation)

g) **Other information:**

- Reservations are made by: Telephone, fax, Internet, Intranet
- Primary type of ticket: Electronic Ticket, Hard Copy
- Primary method for ticket delivery: Electronic Ticket, Postal, On site
- State additional services and benefits that make your agency unique

6. Any requests for clarifications should be sent to the email address: procurement.sd@undp.org **10 days** before the closing date above. Responses will be published on the website <http://www.sd.undp.org>

7. The Expressions of Interest must be submitted in sealed envelopes in hard copy to the following address:

Ref: EOI/KRT/09/064
UNDP Procurement Unit
House #290 Garden City
Tel: (UNDP)+249 (1) 83 783 765/66 Ext: 2002
Fax: +249 (1) 83 773 128

Or sent by e-mail to procurement.sd@undp.org

For more information on UNDP in Sudan, please consult the CO Website Sudan <http://www.sd.undp.org>