



Procurement Notice

**Expressions of Interest (EOI) for the
Provision of Travel Services for UNDP and UN Agencies Operating in Afghanistan**

Issue Date: 15th August 2011

Closing Date for Receipt of EOI: 3 p.m. 4th September 2011

EOI Number: UNDPAFG/2011/0149

E-mail Address: Eoi.af@undp.org

Address EOI response for the attention of: Country Office – Procurement Unit UNDP Afghanistan

The United Nations Development Programme (UNDP) in Afghanistan spends a significant amount annually to procure travel services. The UNDP Afghanistan Country Office located in Kabul, desires to outsource its travel services to qualified travel agents for an initial period of one year. This period may be extended to additional two years based on a satisfactory performance at the sole discretion of UNDP. Accordingly, we are seeking Expression of Interest (EOI) from potential travel agencies world-wide, who are willing to render the travel services to UNDP and UN Agencies Operating in Afghanistan.

In brief, the services required are:

- a. International air travel. (i.e. fully integrated system for travel services from reservations to ticket delivery,
- b. Provision of itineraries, including computerized reservations system to ensure the most efficient routings etc.)
- c. Obtaining visas for official travel in close coordination with UNDP

As such, UNDP wishes to draw EOIs from qualified travel firms specialised in this field and licensed to operate in Afghanistan. Firms wishing to participate in this bidding process are required to submit their EOIs providing the following:

- 1) Company Profile
- 2) Evidence of previous similar experience in travel services
- 3) Evidence of financial capability
- 4) IATA Registration Certificate/document
- 5) Evidence of physical representation and/or presence in Afghanistan

Expressions of Interest and accompanying documents sent by email, fax or hand to the address below, must be submitted no later than 3 p.m. on 4th September 2011.



UNDP, Afghanistan Contact Information:

UNDP, Afghanistan Country Office
Shah Mahmood Ghazi Watt –Kabul
Procurement Unit
E-mail: Eoi.af@undp.org

Please indicate

Ref. No.: UNDPAFG/2011/0149 on all submissions.

This call for expression does not entail any commitment on the part of UNDP, either financially or otherwise. This is to enter into a Long Term Arrangement (LTA) with potential firms, for the provision of travel services based on need basis over the next one year, which may be extended to additional two years based on satisfactory performance.

NOTE: Expression of Interests (EOIs) will be subject to evaluation, and only short listed companies will be contacted and will be invited to participate in the tender for travel management services in a form of a Request for Proposal (RFP). Please note that this Expression Of Interest does not entail any commitment to award a contract on the part of UNDP or bear the cost of the documents. UNDP reserves the right to accept or reject any or all EOIs without assigning any reasons.

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