REQUEST FOR EXPRESSION OF INTEREST (EOI)

BENEFICIARY COUNTRY: UNESCO Headquarters and Field Offices

REFERENCE NUMBER: Technical account 185GEF0003

DESCRIPTION: Outsourcing of Travel Manager Services

DEADLINE DATE FOR SUBMISSION OF EOI: 15 December 2006

Objectives and Scope

UNESCO has been outsourcing “travel manager” activities to an outside company since February 2005 and wishes to continue outsourcing these services in 2007. This resource would be responsible for assisting the Organization’s management in:

a. Formulating and monitoring travel policy
b. Monitoring travel expenditure by Sector/Division
c. Assuring internal communication and
d. Following up contractual agreements with airlines, travel agency, hotels, car hire companies both for headquarters and field operations

Expected Output

- Internal communication and organization of training sessions
- Review of Field offices travel processes
- Process simplification
- Reporting
- Contractual agreements with travel-related suppliers
- Audit of the travel agency
- Creation and maintenance of DCO Travel website

Special Procurement Conditions and Additional Information

UNESCO invites suppliers capable of providing the services in above categories to submit their expression of interest.

In order to be considered as a potential supplier, interested enterprises should submit their Expression of Interest including the following information:

- brief presentation of your enterprise including number of staff, turnover, years in business
- reference list demonstrating your qualifications for participating in this possible upcoming bidding process
- contact information (full name and address, country, telephone and fax numbers, e-mail address, website and contact person)

The Expression of Interest and accompanying documents must be received by UNESCO no later than 15 December 2006 17:00 on the postal address below. Alternatively, Expressions of Interest can be sent by e-mail to l.giacobbi@unesco.org or faxed to 0033145685796 (max. 10 pages). Please indicate Ref. No.: Technical account 185GEF0003 on all submissions. Kindly forward a confirmation copy of the EOI (w/o Annexes) to procurement.info@unesco.org.

This call for Expression of Interest does not constitute a solicitation. UNESCO reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNESCO also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a
reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of UNESCO.

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