



EXPRESSION OF INTEREST (EOI) PROVISION OF TRAVEL MANAGEMENT SERVICES TO *icipe*

1. The International Centre of Insect Physiology and Ecology (*icipe*) is a not for profit, intergovernmental organisation headquartered in Nairobi, Kenya that carries out research and training in sustainable management of insects (arthropods) for improving comprehensive health and agricultural productivity in the tropics (www.icipe.org).
2. *icipe* wishes to engage an eligible firm to provide Travel Management Services to *icipe*.
3. *icipe* now invites interested parties who can demonstrate technical and financial capability for provision of Travel Management Services to *icipe*.
4. Interested parties must:
 - i) Be registered organization and submit copies of the following documents regarding their firm;
 - a) A short but inclusive company profile which includes, an organization chart, contact details and the firm's physical and postal address.
 - b) Certificate of Registration/Incorporation from Registrar of Companies.
 - c) VAT Registration Certificate.
 - d) Valid Single Business Permit.
 - ii) Be currently accredited Billing and Settlement Plan (BSP)/International Air Transport Association (IATA) certification (attach copy of certification).
 - iii) Financially capable of rendering services to *icipe*. Provide copies of audited financial statements for the last three years - 2015, 2016 and 2017.
 - iv) Has in its employment competent and experienced travel consultants, especially in ticketing and fare computations as evidenced by their track record in their Curriculum Vitae. Provide copies of CVs of at least three (3) travel consultants in your payroll.
 - v) Maintains a good track record of serving international organizations, embassies, and multinational corporations with similar capacity as *icipe* and required volumes for a minimum of five years. A list of at least five (5) such corporate clients should be provided.
 - vi) Has a fully-fledged transport department with sufficient fleet and systems to serve robust airport transfer requirements for *icipe* travellers. Provide evidence.
 - vii) Currently maintains a global network affiliation. Provide evidence.
 - viii) Maintains facilities of online bookings / airline reservations (i.e. Amadeus, Sabre, Galileo etc.). Has the facility to view fares of Low-Cost Carriers' and where applicable, the facility to book with 'Low-Cost Carriers' both through the Online Booking tool and offline (through the travel agency).

5. Expression of Interest must be delivered to the address below on or before 11:00 hours East African Time on **Monday, 24th July 2018**. The submission in hard copy must be in sealed envelope clearly marked: '**Expression of Interest for Provision of Travel Management Services to *icipe***'. The enclosed printed and spiral bound original should bear the tenderer's full postal address and each page should have a signature of authorised representative, with official seal. Electronic submissions shall not be permitted. Late submissions will be rejected.

The submissions will be opened in the presence of representatives of those submitting at the address below on **Monday, 24th July 2018 at 11:00 hours at Duduville Campus Kasarani, in the Hive meeting room.**

6. General Information and Notice:
 - a. Any information provided by the bidding party will form the basis of any contract that may be entered between *icipe* and the bidder.
 - b. *icipe* shall not be liable for or be required to pay any costs, expenses or losses that may be incurred by the bidding party in the preparation of their EOI.
 - c. *icipe* reserves the right to accept or reject any EOI without assigning any reasons thereof.

Procurement Manager
Through *icipe* Tender Box
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