

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed on behalf of UNFICYP. 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 UNFICYP using the fax number provided below.

Title of the EOI:

Provision of Travel Management Services Including Rotation of Military Contingent

Date of this EOI: 4 July 2012**Closing Date for Receipt of EOI :** 31 July 2012**EOI Number:** EOIUNFICYP7919**E-mail Address:** unficyp-procurement@un.org**Address EOI response by fax for the Attention of:** Chief Procurement Officer**Fax Number:** +357-22-614493**UNCCS Code:** 633100**DESCRIPTION OF REQUIREMENTS**

1. The United Nations Peacekeeping Force in Cyprus (UNFICYP) intends to conduct a competitive solicitation exercise for the provision of Travel Management Services which includes Official Travel as well as the rotation of the Military Contingent. The resulting contract would be for an initial period of one year with an option to extend for three one-year periods.
2. As part of Travel Management Services, the contractor shall provide travel services required for the UNFICYP's Official Travel of approximately 400 travels per annum to various destinations. In addition, the contractor shall provide travel services required for biannual rotation of Military Contingent of approximately 500 persons (+/-250 each way) from Buenos Aires, Argentina to Larnaca, Cyprus and return. Generally, the rotations take place end February/early March and end August/early September each year. The rotation must be completed over a ten-day period and in three to four flights each direction.
3. The Travel Management Services' requirement also provides a scope for an implant of the contractor's travel office within the UNFICYP premises.
4. In this regard UNFICYP would like to identify vendors that would be interested to participate in the competitive solicitation exercise. Qualified IATA registered and licenensed Travel Agents capable of providing the Travel Management Services are requested to express their interest by providing all relevant information including complete company details and experience profile using the attached Vendor Response Form, also available in our website www.unficyp.org. The interest should be sent to the attention of Chief Procurement Officer either via fax +357-22-614493 or via email unficyp-procurement@un.org no later than 31 July 2012.
5. This is not an invitation for submission of a proposal. This is a request for expressions of interest

(EOI), in order to identify qualified companies interested in participating in the solicitation exercise.

6. The UNFICYP reserves the right in selecting the invitees for the competitive bidding and mere expressing an interest would not automatically warrant participation in the competitive bidding exercise. The UNFICYP reserves the right to change or cancel any of these requirements at any time during the EOI and/or the solicitation process.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.unqm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.unqm.org/Registration/Login.aspx>

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and fax it to UNFICYP before the closing date set forth above

VENDOR RESPONSE FORM

EOI Number: EOIUNFICYP7919

TO: Chief Procurement Officer

FAX: +357-22-614493

FROM:

SUBJECT: Provision of Travel Management Services Including Rotation of Military Contingent

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

COMPANY INFORMATION
UN Global Market Place (UNGM) Vendor ID Number*:
Company Name *:
Company Contact *:
Address *:
City *:
Country *:
Telephone Number *:
Fax Number *:
Email Address:
Company Website:

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

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UNGM, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org. Registration at UNGM is free and mandatory for responding to this EOI. The following information is available about the registration process.**

EOI INSTRUCTIONS

1) **Registering as a Vendor with UNGM**

Vendors interested in fulfilling the requirement described above must be registered with UNGM and may wish to visit www.ungm.org for full registration information in order to be eligible to participate in any solicitation. Information on the registration process can be obtained from the Mission concerned.

Prerequisites for Eligibility

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

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website (www.un.org/sc/committees/1267/consolist.shtml) and is not on the IIC Oil for Food List website (www.iic-offp.org).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions (www.un.org/depts/ptd/pdf/conduct_english.pdf)).
- E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

For Registered Vendors: Vendors already registered 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.

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 UNFICYP by the closing date set forth in this EOI. *Due to the high volume of communications UNFICYP 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.