



REQUEST FOR EXPRESSION OF INTEREST (EOI) For Travel Services

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) invites Expression of Interest for the pre-qualification of vendors for Travel Services.

ELIGIBILITY REQUIREMENT

- This EOI for Prequalification is open to all companies registered and having a valid license to operate in Bangladesh
- To become eligible the candidates shall demonstrate to have: Active business experience in providing services as contractors for 3 years and successfully completed at least 3 (three) in service of a nature and complexity comparable to the service require above

SCOPE OF WORK

The travel agency will be responsible for finding and booking various domestic and regional travel requests. Requests will vary from month to month and include both singular and large group requests. The agency will be responsible for finding the cheapest options based on Economy Class rates unless otherwise instructed by the CIRDAP. The travel agency will ensure that all levies and taxes are included in the airfare quotation price. When possible, quotes shall be held for at least three (3) working days. The travel agency shall reserve and issue tickets for all air, and other travel as requested, upon authorization by CIRDAP. Whenever CIRDAP requests a fare quotation for a particular route, the service provider must be able to present the relevant information by email within 24 hours of the request.

TICKET ISSUE

The travel tickets will be delivered electronically to CIRDAP at least 48 hours before the time of departure. CIRDAP will not pay for any additional charges related to delivery service.

PAYMENT

Subcontractor will invoice CIRDAP for all incurred costs on a monthly basis. CIRDAP will pay all invoices within 30 days of issuance.

FACTORS FOR CONSIDERATION

Responders are expected to write an explanation about how they can address each of these areas of interest by CIRDAP, which will be used to determine if vendors will be pre-qualified:

- Ability to provide goods or services described in here
- Legal registration/license in Bangladesh to perform the work outlined above
- Necessary financial resources to perform the work
- Past performance descriptions illustrating relevant experience delivering the required goods/services to corporate accounts
- Full working proficiency in English

THE PROCEDURE AND DEADLINE TO SUBMIT THE EOI

- Interested company that meet the eligibility requirements are encouraged to download and review the expression of interest for “Travel Services” available at following web link <http://www.cirdap.org>.
- The Expression of interest with completed documents should be submitted to the Administration CIRDAP, Chameli House, 17 Topkhana Road, Dhaka 1000, Bangladesh by 31st January 2019.
- Submission received late may be rejected

PLEASE NOTE FOLLOWING POINTS

- This EOI does not constitute a solicitation, we do not require bids or proposals at this stage; we merely seek your Expression of Interest in participating in future tenders
- A response to this Request for Expression of Interest does not automatically ensure that you will be selected to participate in the tender
- CIRDAP reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. CIRDAP also reserves the right to require compliance with additional conditions as and when issuing the final tender document or to reject any/all EOI(s) without assigning any reason whatsoever
- Existing CIRDAP Suppliers who have participated in CIRDAP invitation to bids in the past are also requested to renew their expression of interest & participated in this process(if applicable)
- If you have any additional question about this EOI, please send Queries to the email: administration@cirdap.org