



EXPRESSION OF INTEREST (EOI)

Date: 3 March, 2009

REFERENCE: Travel Services/UNDP Moldova CO

Travel Services to be provided to UN Agencies in Moldova and UNDP Moldova Country Office, including UNDP Projects implemented in Moldova

UN Agencies in Moldova, UNDP Moldova requests expressions of interest from experienced and qualified travel operators/travel agencies for the supply of Travel Services for Passengers on behalf of UN Agencies, UNDP Moldova CO and its projects.

Deadline for response: 18 March, 2009, 16:30

Interested Companies shall fill in and submit the following information:

A. General Profile of the Company

1. *Name:*
2. *Address:*
3. *Contact Details (Tel./Fax/E-mail):*
4. *Date of establishment:*

5. International Air Transportation Association (IATA) Code:
6. Number of staff:
7. List of main clients, including international organizations, diplomatic missions, and foreign companies (if possible and applicable):
8. Working days and hours:
9. Name of the General Manager/Managing Director of the Agency, years of experience and contact details i.e. Tel./E-mail:

B. Travel

11. Number of staff:
12. Number of staff to be assigned to the UN for international tickets:
13. What is the level of knowledge of English language in your office?
14. Is it possible for you to communicate travel information by e-mail mainly to the UN Travel Units as well as to UN staff on urgent basis?
21. Are you connected to any international network for hotel booking?
23. Do you have any credit card facilities:
25. Can you provide information on travel guidelines/visa requirements/flight schedules/airlines newsletters, and any other useful travel information:
27. Are your services available during non-working hours and holidays? If yes, how? *(Please note that the United Nations offices are closed on Fridays and Saturdays as well as 10 among national holidays)*

C. Ticket Delivery

28. Do you deliver tickets to us at your own cost? If yes, how?

D. Financial Issues

29. What are your Credit Terms?
30. Your Gross Income of Previous 3 Years:

E. General Questions

31. Narrative Description of Expertise and/or Primary Business Activities:
Field/s of Specialization (as specific as possible):
32. State any additional services and benefits which would make your travel agency unique or different than others:

(To be signed by the General Manager or the Managing Director only. Please also affix the seal of the company on every page of this questionnaire)

Name:

Title:

Signature:

Date:

Seal of the Company:

Important Note:

This EOI is not a binding document or contract. UNDP reserves the right to cancel or change the requirement at any time during this EOI or solicitation process.

Only suppliers that respond and are deemed qualified upon completion of an evaluation of their response to this EOI will be informed.

It is anticipated that UNDP Moldova will shortly be issuing a solicitation document for the above requirements

SUBMISSION OF INFORMATION:

Information shall be marked with the note **“EOI Travel/UNDP Moldova CO”**.

Information shall reach the UNDP office not later than **18 March, 2009, 16:30 (local time)**.

Information can be submitted either in hard copy or electronically.

Documents in hard copy need to be submitted in a sealed envelope and addressed to:

**UNDP Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau
Attention: Registry Office/Procurement**

b) Information sent electronically need to be addressed to the following e-mail address:

tenders-Moldova@undp.org