REQUEST FOR EXPRESSION OF INTEREST (EOI)

Subject: Provision of Travel Management Services

Date of this EOI: 13 December 2019

Closing date of this EOI: 13 January 2020

Reference Number: ICC 127458

Address EOI for the attention of: Procurement

Fax no.: +31 (0) 70 515 8336

E-mail address: Tender.2@icc-cpi.int

It is anticipated that the International Criminal Court (hereafter referred to as the ICC) located in The Hague, The Netherlands, will shortly be issuing a solicitation for the provision of **Travel Management Services**. In this connection, the ICC is requesting expressions of interest from qualified firms.

**Brief Scope of Work of Travel Management Services**

ICC envisages a contract for multiple years, subject to vendor performance and available funding and promotional items needs, starting from May 2020.

**Services to be provided**

The Supplier is responsible for the execution of the services requested. Without prejudice to the terms, the supplier guarantees that it will, on all occasions, check reservations and selected air fares and issue e-tickets with the lowest fare available in the market, consistent with the ICC Travel Policy for the journey concerned

## Main services

The main task of the Travel Unit in respect of this Statement for Work (SoW) is handling of airline and train reservations and administering them.

## Additional services

\*Various other services need to be provided:

The detailed scope of work will be given under the Request for Quotation document that will be sent to the firms who reacted to this EOI.

Interested firms/organizations should forward their Expression of Interest by e-mail to Tender.2@icc-cpi.int.

Please use this attached form (Page 3).

Interested firms/organizations registered with the UN Global Marketplace, please indicate your vendor registration number.

Please be advised that this Request for EOI does not constitute a solicitation. It should also be noted that the ICC reserves the right to change or cancel this requirement at any time.

NOTE: Please do not send any offers or price quotations as a response to this Request for EOI.

**EXPRESSION OF INTEREST**

**ICC127458**

**Provision of Travel Management Services**

1. Company information:
2. Company’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Address (address responding to this EOI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Company contact person’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

g) UNGM Vendor Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_