

**UNITED NATIONS DEVELOPMENT PROGRAMME**



*Empowered lives.  
Resilient nations.*

**ADVERT: REQUEST FOR PROPOSALS**

**Terms of Reference (TOR) Provision of Travel Management Services  
To The United Nations Botswana**

**Background**

The United Nations in Botswana is looking for proposals for the provision of travel management services from qualified and experienced travel agencies. Following the evaluation and selection process, the UN Botswana will enter a Long-Term Agreement(s) (LTA) with the successful travel agency for an initial period of one year, and the contract shall be renewable upon satisfactory evaluation of performance each year for an additional two years.

1. Detailed terms of reference, submission requirements and terms and conditions for the above assignment can **ONLY** be obtained **ONLY on line at:**

<http://procurement-notice.undp.org/>

(PLEASE NOTE THAT HARD COPIES ARE NOT AVAILABLE)

2. General enquiries regarding any part of the RFP may be addressed to either:

[enquiries.bw@undp.org](mailto:enquiries.bw@undp.org) OR FAX: 3956093

3. Four (4) copies (1 original and 3 copies) shall be submitted in sealed envelopes, and clearly marked:

**“RFP: Provision of Travel Management Services**

**To United Nations Botswana” – NOT TO BE OPENED BY REGISTRY”**

4. Proposals shall be addressed to and delivered to the following address:

The UNDP Resident Representative  
P.O. Box 54  
UN Building, Ground Floor Reception Desk  
Government Enclave,  
Corner Khama Crescent and Presidents’ Drive  
Gaborone, Botswana

**OR emailed to:** [procurement.bw@undp.org](mailto:procurement.bw@undp.org)

5. Bids should reach the address specified above no later than **Friday, September 08, 2017\_at 12:00 noon (Botswana Time)**

6. The selection process will be free, fair and very transparent.