

REQUEST FOR PROPOSALS

RFP-UNDP-ROU-TRAVEL SERVICES

Travel Services for UNDP

Romania

United Nations Development Programme

December, 2012

Section 1: Notice of Invitation

The United Nations Development Programme (UNDP) in Romania hereby invites you to submit a Proposal to this Request for Proposal (RFP) for TRAVEL SERVICES.

The purpose of the present bidding is to conclude a Long Term Agreement (LTA) for the period of two years for Travel Management Services covering years 2013-2014 with a travel agent specialized in such service area. The last year turnover of travel services was around USD 400,000 of which the most were expenses incurred for international travel.

This procurement process is conducted through UNDP eTendering online system. Interested applicants must register in the system in order to access the additional documents. Detailed instruction on how to register in the system can be found in the link provided. (Annex A).

For the first time registrants, use the following details to login and create access:
<https://finance.partneragencies.org/psp/UNDPP1FS/SUPPLIER/ERP/h/?tab=DEFAULT>

Username: event.guest

Password: why2change

Deadline of submission: 16 January 2012.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,



Andrei Oprea
Operations Manager
UNDP Romania