

16th July, 2014

REQUEST FOR PROPOSAL (RFP)
RFP No. UNW/SSD/14/001

PROVISION OF TRAVEL MANAGEMENT SERVICES ON A LONG TERM AGREEMENT

1. UN Women, United Nations Entity for Gender Equality and the Empowerment of Women, is seeking qualified offers for the above-mentioned services. Your company is kindly invited to submit your best technical and financial offer for the requested services. Your Proposal could form the basis for a contract between your company and UN Women.
2. To enable you to submit a complete and accurate proposal, attached documents are:
 - a) Instructions to Proposers (Annex I)
 - b) Terms of Reference (TOR) (Annex II)
 - c) Technical Proposal Format (Annex III)
 - d) Financial Proposal Format (Annex IV)
 - e) Evaluation Criteria (Annex V)
 - f) General Condition of Contract for Services (Annex VI)
2. Your proposal comprising of technical proposal and financial proposal, in separate sealed envelopes should reach the following address or could be sent by fax, or e-mail to reach UN Women not later than **11th August, 2014 before 17:00 hour's South Sudanese local time**. The technical Proposal containing the technical information shall be submitted separately from the financial Proposal.

Tong ping, Juba Plot 218, Block 3-K South, Juba Nabari.
GPS details: [Lat 04°51'38.9" and Long 031°35'20.1"]
3. In order to facilitate the submission of both Technical and Financial proposals, the submission duly stamped and signed can be done electronically in PDF format and send to (kiden.zainab@unwomen.org and sonny.jesca@unwomen.org). Technical and Financial proposals should be sent as separate PDF files. If the Technical and Financial proposals are sent in the same PDF file or email, they will be rejected.
4. To secure your financial offer, please set up a password which will be used at later stage once the evaluation of the Technical proposal is complete. Companies, who achieve the minimum score on their Technical proposal, will be requested to provide passwords.
5. Proposals shall be opened on **15th August, 2014 at 10:00 hours at the office of UN Women**. Proposals received after the stipulated date and time shall not be accepted under any circumstances.
6. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

7. Proposers shall acknowledge receipt of this RFP by email to kiden.zainab@unwomen.org and indicate whether or not a Proposal shall be submitted. The acknowledgement shall provide company name, telephone number and contact person.
8. We look forward to your Proposal and thank you in advance for your interest.

Yours sincerely,



Yahaya Balima

Deputy Country Representative
UN Women, South Sudan

