



INVITATION TO BID

TRAVEL MANAGEMENT SERVICES

The United Nations Development Programme on-behalf of the United Nations Agencies based in Fiji invites written bids from IATA accredited travel company's/organizations to provide Travel Management Services.

The appointed Travel Management Services Provider(s) is expected to handle all regional and international travel service arrangements for the United Nations Agencies participating in the Common Travel Services Management Agreement. The current volume of business related to travel for the United Nations Agencies in Fiji is in excess of FJ\$9.2 million per annum.

Complete bids should be submitted on the following address:

Travel Management Services
C/- UN Resident Coordinator
United Nations Development Programme
Private Mail Bag
Suva
FIJI

Or hand delivered to:
Level 8
Kadavu House
Victoria Parade
SUVA

Or emailed to
procurement.fj@undp.org

This tender notice and the Invitation to Bid together with other related information can be downloaded from UNDP Fiji Website www.fj.undp.org (under procurement section). All queries relating to this tender and UNDP's response thereto, without disclosing the identity of the source thereof, shall be posted under the relevant procurement notice on the UNDP's website.

A pre-bid meeting at the UNDP Conference Room, Level 8, Kadavu House, 414, Victoria Parade, Suva, Fiji, is also scheduled for 11th February, 2016 at 11.30 am. The closing date for submission of bids is COB, 29th February, 2016. Any Proposal received after the deadline for submission, will not be accepted.

Further information regarding this tender may be obtained via email:
procurement.fj@undp.org