



# **REQUEST FOR PROPOSALS**

**RFP FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR  
THE UNITED NATIONS OF TRINIDAD AND TOBAGO**

**TRINIDAD AND TOBAGO**



**United Nations Development Programme**

June, 2016

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## **SECTION 1. LETTER OF INVITATION**

UN House 3A Chancery Lane, Port of Spain  
June 1, 2016

### **RFP FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE UNITED NATIONS OF TRINIDAD AND TOBAGO**

Dear Sir/madam

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – Contract for Travel Services, including General Terms and Conditions

Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2 and should reach the following address no later than **1<sup>st</sup> July 2016 3:00PM/ 1500 hours** (Trinidad and Tobago time) and subject stated exactly as worded below:

#### **RFP FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE UNITED NATIONS OF TRINIDAD AND TOBAGO – TECHNICAL PROPOSAL.**

(for submission of the Technical Proposal)

and

#### **RFP FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE UNITED NATIONS OF TRINIDAD AND TOBAGO – FINANCIAL PROPOSAL.**

(for submission of the Financial Proposal)

United Nations Development Programme  
UN House 3A Chancery Lane Port of Spain

Email: [registry.tt@undp.org](mailto:registry.tt@undp.org)  
Attention: Procurement Unit

You are kindly requested to submit **an acknowledgment** letter to UNDP to the following address subject exactly: **RFP FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE UNITED NATIONS OF TRINIDAD AND TOBAGO – ACKNOWLEDGEMENT**

United Nations Development Programme  
UN House 3A Chancery Lane Port of Spain  
Email: [registry.tt@undp.org](mailto:registry.tt@undp.org)  
Attention: Procurement Unit

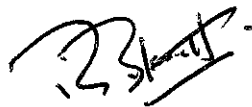
The letter should be received by UNDP no later than **3:00pm /1500hours on 13th June 2016**. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Blewitt', with a stylized flourish at the end.

Richard Blewitt  
Resident Representative