REQUEST FOR PROPOSALS:
TRAVEL AGENCIES

TO:	Potential Proposers
FROM:	South Centre, 17-19 Chemin du Champ d'Anier, CP 228, 1211 Genève 19
DATE:	8 March, 2010
SUBJECT/PURPOSE OF MEMO:	Request for Proposals (RFP) from South Centre to select a Travel Agency for official travel
SUBMISSION OF PROPOSAL:	Proposals are to be sent by e-mail to *south@southcentre.org*
PROPOSAL DUE DATE:	Proposals must be received by **6 p.m (C.E.T) on 15 March, 2010.**

1.0 GENERAL INFORMATION

1.1 Background: The South Centre is an intergovernmental organization of developing countries. Acting as a "think tank", the Centre undertakes policy oriented analytical work on issues of common interest to countries and peoples of the South. As such, frequent international travel by staff members of the Centre to its member States and other developing countries, as well as travel by individuals in relation to South Centre activities in Geneva and elsewhere, occur.

2.0 REQUEST FOR PROPOSAL'S PURPOSE

2.1 The South Centre seeks proposals from approved travel agencies in order to select a travel agency that can provide high quality travel services at competitive rates as well as to provide assistance in reducing travel expenses.

3.0 SERVICE REQUIREMENTS

3.1. Services are expected to be performed by the selected travel agency between **1 April, 2010** and **31 December, 2010** with one (1) one-year option term to extend the agreement from **1 January, 2011** to **31 December, 2011.** The decision to exercise the Option Term will be at the South Centre's sole discretion only.

3.2. Travel budget: Depending on circumstances, the South Centre spends approximately between CHF. 150,000.00 to CHF. 200,000.00 during a financial year in airfares for official travel for the staff, advisors and the members of the South Centre Board, as well as for individuals participating in South Centre activities in Geneva and elsewhere.

4.0 SPECIFICS OF PROPOSAL

Interested Travel Agencies are hereby requested to submit their proposals including written responses to the following questions, as well as be signed by an authorized representative of the company:

4.1 Name, address, telephone and fax numbers, and e-mail.

4.2 Background information of the Agency.

4.3 Describe specific services that you will provide to the South Centre.

4.4 Describe the kind of pricing or rates that you will apply to the South Centre.

4.5 Provide your proposed agency fee schedule. It is expected that all travel agencies responding to this RFP will offer comparably favorable rates.

4.6 Provide additional incentives, revenue and/or potential for cost saving.

4.7 Define performance guarantees and/or Service Level Agreement for pertinent service areas.

4.8 Names, addresses, and telephone numbers of three (3) clients for whom the agency provides similar travel services. The South Centre may check references listed by the agency.

4.9 In summary, why should the South Centre have your agency arrange its official travel?

5.0 RIGHTS

5.1 The South Centre reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future.

5.2 It is the South Centre's intention to award a single contract for all services anticipated in this RFP. However, at the South Centre's sole discretion, it reserves the right to award multiple contracts for these services if it is in its best interest to do so.

5.3 This RFP is in no way an agreement, obligation, or contract and in no way is the South Centre responsible for the cost of preparing the proposal.

5.4 The South Centre does not guarantee that an agency will receive a specific volume of work, contract amount or order value under any agreement executed pursuant to this RFP. Additionally, there will be no limit on the number of orders the Centre may issue under an agreement.

6.0 ADDITIONAL REQUIREMENTS

6.1 After proposal submission, it may be necessary to interview prospective travel agencies to clarify aspects of their submittal. Site visits may also be requested to view travel agent facilities and to meet prospective account representatives. The South Centre will notify prospective travel agencies regarding the interview or site visit arrangements.

7.0 PROPOSED CONTRACT TERMS

7.1 A Special Services Agreement (SSA) will be signed with the awarded travel agency in accordance with the regulations in force for the South Centre for such Special Services Agreements.