# Request for Expression of Interest

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| Title | **PROVISION OF EVENT AND TRAVEL MANAGEMENT SERVICES for the WHO Country Office in Turkiye]** | | |
| Reference Number | **[2025/EURO/TUR/ANK/0001** | | |
| Published Date | 04/03/2025 | | |
| Closing Date | 26/03/2025 | at: | 18:00 pm Ankara time |
| Contact Address for EOI response | [etenderEURO@who.int](mailto:etenderEURO@who.int). | | |

1. Description of Requirements

The World Health Organization (WHO) invites vendors to submit an Expression of Interest (EOI) for **PROVISION OF EVENT AND TRAVEL MANAGEMENT SERVICES for the WHO Country Office in Turkiye** which address the following objectives:

1. This proposal outlines the provision of **comprehensive event and travel management services**, including the organization of **high-level conferences, meetings, training sessions, official visits, online events, ticketing, and other travel-related services** for the WHO Country Office in Turkiye.
2. Your Proposal will serve as the basis for **a Long-Term Agreement (LTA)** between your company and WHO, initially for **two-year period**, with possibility of extension.

WHO intends to invite selected vendors to participate in a formal solicitation, via a Request for Proposals (RFP), at a later stage, for the above requirements. Complete details of the requirements will be included in the solicitation documents.

1. Minimum Criteria for Vendors

Companies can only participate in this Request for EOI from WHO after completing their basic registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).

To be eligible, vendors must meet the following minimum requirements:

* **Experience:** Possessing proven previous experience in organization of high-level conferences with over 300 participants, meetings, training sessions, official visits, online events, ticketing, and other travel-related services specifically with international organizations (e.g., UN, EU, WB, embassies) and governmental institutions (e.g., Ministry of Health) in Türkiye is mandatory.
* A minimum of **five years of proven experience** in event management and travel coordination, the vendor must have experience in organizing high-level events with over 300 participants specifically with **international organizations** (e.g., UN, EU, WB, embassies) and **governmental institutions** (e.g., Ministry of Health) in Turkiye.
* **Language Proficiency:** Personnel must be **fluent in Turkish, English, and Arabic** to ensure effective communication and service delivery.
* **Physical Presence:** The supplier shall have a registered office in Ankara, Türkiye, or a sub-office in Ankara, Türkiye, if its registered office is in another province, with full team of key personnel based in. It will be considered as an asset to have at least one sub-office (including at least 3 key personnel) in Istanbul to support operations throughout the country.
* The vendor must operate as a single legal entity. If the vendor has subsidiaries or sub-companies, they must have **official relationships** with these entities for **at least 3 years**, and supporting legal documentation must be provided as proof.

The vendor must be capable of providing **comprehensive event management and travel arrangements**, including:

* **Organization of high-level events**, such as conferences, meetings, and training sessions.
* **Coordination of official visits** for delegates and dignitaries.
* **Management of online and hybrid events**, ensuring seamless execution.
* **Ticketing and travel arrangements**, including flight bookings and accommodation.
* **Provision of car rental services**, if required.
* **On-site and logistical support** for all aspects of event execution, ensuring smooth operations.
* **Translation and interpretation services**, including simultaneous and consecutive interpretation for multilingual events.

The vendor must provide a **detailed list of key personnel and experts**, including:

* Their **roles and responsibilities** within the organization.
* **Years of experience** in event and travel management.
* **Expertise in handling high-profile international and governmental events**.
* **Language proficiency** in Turkish, English, and Arabic.

1. Expression of Interest Instructions

Vendors interested in fulfilling the requirements are requested to express their interest by submitting the following documents, completed in full, **together with their Expression of Interest in response to points 1. and 2. above**, to the Contact Address (as stated above) not later than the Closing Date (as stated above):

1. A ***Vendor Information Form***, using the template provided in Annex A, providing information on the vendor as an entity (legal and organizational), and describing concisely and briefly the vendor’s expertise and experience relevant to the requirements and criteria described above.
2. ***A self-declaration form***, using the form provided in Annex B.

Submitted Expressions of Interest should not contain pricing information.

Any information considered by interested entities as confidential must be clearly marked "confidential".

Incomplete Expressions of Interest and Expressions of Interest submitted after the Closing Date will, in principle, be disregarded, unless WHO decides otherwise, in its sole discretion.

1. Disclaimer

This Request for Expression of Interest is not a solicitation, and replying to it does not guarantee that a vendor will be invited to any solicitation by WHO. No further details of the planned solicitation will be made available to vendors prior to the issuance of solicitation documents. In the event of a solicitation for the subject matter described herein, any Request for Proposal and any subsequent purchase order or contract will be issued in accordance with WHO’s rules and procedures.

Any and all costs and expenses incurred in relation to, or ensuing from, the submission of an Expression of Interest will exclusively be borne by the applicant. The application and selection process set forth in this document will not be subject to claims for financial compensation of any kind whatsoever.

WHO is acting in good faith by issuing this Request for Expression of Interest, however, this Request for Expression of Interest does not entail any commitment on the part of WHO, either financial or otherwise. WHO reserves the right to send solicitation documents to vendors identified by WHO through means other than this Request for Expression of Interest; reject any or all Expression(s) of Interest, without incurring any obligation to inform the affected applicant(s) of that decision or the grounds thereof; and/or change or cancel the procurement process at any time, including during the Request for Expression of Interest or formal solicitation processes.

\* \* \*

[Request for EOI Reference]

**Annex A – Vendor Information Form**

*To be returned by [26 March 2025] to [*[*etenderEURO@who.int*](mailto:etenderEURO@who.int)*.*

*NOTICE:*

*• Companies can only participate in solicitations of WHO after completing their basic registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).*

*• As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its full legal name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to WHO.*

| **Company Information** to be provided by the Vendor expressing interest | | | |
| --- | --- | --- | --- |
| **UNGM Vendor ID Number:** |  | | |
| **Legal Company Name:**  *(Not trade name or DBA name)* |  | | |
| **Company Contact:** |  | | |
| **Address:** |  | | |
| **City:** |  | State: |  |
| Zip: |  | **Country:** |  |
| **Telephone Number:** |  | Fax Number: |  |
| **Email Address:** |  | **Company Website:** |  |
|  | | | |
| **Corporate information:** | | | |
| Company **mission statement** |  | | |
| **Service commitment** to customers and measurements used |  | | |
| **Organization** structure (include description of those parts of your organization that would be involved in the performance of the work) |  | | |
| Relevant **experience** (how could your expertise contribute to WHO’s needs for the purpose of this EOI) – *Please attach reference and contact details* |  | | |
| **Staffing information** |  | | |

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| **Entity Name:** | ………………………………………………………………………………………………… |
| **Mailing Address:** | …………………………………………………………………………………………………  …………………………………………………………………………………………………  ………………………………………………………………………………………………… |
| **Name and Title of duly authorized representative:** | ………………………………………………………………………………………………… |
| **Date:** | ………………………………………………………………………………………………… |
| **Signature:** |  |

[Request for EOI Reference]

**Annex B - Vendor's Self Declaration Form**

*To be returned by 26 March 2025 to [*[*etenderEURO@who.int*](mailto:etenderEURO@who.int)*.]*

<**Full legal name of Vendor**> (the “Vendor”) hereby declares to the World Health Organization (WHO) that:

1. it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. it is solvent and in a position to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by WHO;
3. it or persons having powers of representation, decision making or control over the Company have not been convicted of an offence concerning their professional conduct by a final judgment;
4. it or persons having powers of representation, decision making or control over the Company have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity;
5. it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Company is established;
6. it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information;
7. it has declared to WHO any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action;
8. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (finanical or otherwise) arising from a procurement contract or the award thereof;
9. It adheres to the UN Supplier Code of Conduct;
10. it has zero tolerance for sexual exploitation and abuse and has appropriate procedures in place to prevent and respond to sexual exploitation and abuse.

The Company understands that a false statement or failure to disclose any relevant information which may impact upon WHO's decision to award a contract may result in the disqualification of the Company from the bidding exercise and/or the withdrawal of any proposal of a contract with WHO. Furthermore, in case a contract has already been awarded, WHO shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which WHO may have by contract or by law.

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| **Entity Name:** | ………………………………………………………………………………………………… |
| **Mailing Address:** | …………………………………………………………………………………………………  …………………………………………………………………………………………………  ………………………………………………………………………………………………… |
| **Name and Title of duly authorized representative:** | ………………………………………………………………………………………………… |
| **Date:** | ………………………………………………………………………………………………… |
| **Signature:** |  |