

**Procurement Notice/Advertisement
Open International Competition (OIC)**

Country of Destination: France

Reference Number: RFP-OPS-16-02

Description: Provision of Travel Management Services for UNESCO Headquarters in Paris

Deadline for Submission of Sealed Tenders: 17 May 2016, 18:00 CET

Posting Date: 15 April 2016

United Nations Educational, Science and Cultural Organization (UNESCO) hereby invite qualified companies to submit sealed tenders as follows:

UNESCO is hereby undertaking a Request For Proposals (RFP) for the purpose of concluding a Long Term Agreement (LTA) with a Travel Agency interested in providing Travel Management Services regularly required by UNESCO at its Paris Headquarters in France and as listed under Annex III, Section 4 of the RFP.

The LTA with the successful proposer will be concluded for a period of two (2) years with a possibility to renew it thereafter for a maximum of another two (2) years, subject to satisfactory contract performance.

The purpose of this notice is to provide general information on the requirements for the procurement process and to inform interested suppliers how to obtain a copy of the Solicitation Documents.

Interested companies who wish to participate in the OIC must request for a complete set of Solicitation Documents, available free of charge, from UNESCO contact person at the address shown below.

The sealed tenders must be delivered to the UNESCO Headquarters in Paris on or before **17 May 2016, 18:00 (CET)**, in strict compliance with the instructions as stipulated in the Solicitation Documents.

UNESCO reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be communicated directly to all Bidders who have requested for a complete set of solicitation documents and officially confirmed their intention to submit a sealed tender. No remuneration will be made to companies for preparation and submission of their tenders.

UNESCO Contact Information:

Bureau for the Management of Support Services,
Operations Section

Attn: Fernando Menéndez, Chief

E-mail: f.menendez@unesco.org , procurement-headquarters@unesco.org