



United Nations Interim Administration Mission In Kosovo  
Mission d'Administration Intérimaire des Nations Unies au Kosovo  
Pristina, Kosovo

**Request for Expression of Interest (EOI)**

**Subject: Provision of Travel Management Services to UNMIK**

**Date of this EOI: Saturday, 21 January 2017**

**Closing Date for Receipt of EOI: Friday, 03 February 2017**

**Address EOI by fax for the Attention of: UNMIK, Procurement Section, Pristina, Kosovo**

**E-mail Address: [gashim@un.org](mailto:gashim@un.org), cc: [jasny@un.org](mailto:jasny@un.org)**

**Fax Numbers: +381 38 504 604 Ext 4080**

**Description of Requirements:**

The United Nations Interim Administration Mission in Kosovo (UNMIK) intends to launch a new tender for the Provision of Travel Management Services to UNMIK. The Contract will be for an initial period of one (1) year, with an option of four (1+1+1+1) year extensions. The services will include but will not be limited to ticket reservation, ticketing, transfer, counseling and travel assistance, processing and other travel support services as required by UNMIK. The Contract amount will include the management fee only, representing UNMIK sole contribution to the Contractor's fixed cost and profit. The estimated number of the official travels for one (1) year is approximately 250, and the services will be provided "on an 'as and when required' basis ". The travel will be from Pristina to different locations throughout the world.

- Company's name, Name of contact person, Phone number, Fax number, e-mail address;
- Company's background, including experience in provision of relevant services;
- Company's business registration certificate.

This Request for Expression of Interest (EOI) does not constitute a solicitation. UNMIK reserves the right to change or cancel the requirements at any time during EOI and/or solicitation process. Submission of a reply to this EOI does not automatically guarantee that such a firm will be considered for receipt of the solicitation when issued. Only vendors, deemed qualified upon completion of an objective evaluation of their submission of EOI, will receive the final tender solicitation document.

Please note that you may wish to visit the following UNMIK web page for this and any possible future UNMIK Procurement requirements: <http://unmik.unmissions.org/bids>