



**SPREP**

Secretariat of the Pacific  
Regional  
Environment Programme

**PROE**

Programme régional  
océanien de  
l'environnement

# Request for Tenders

File: F/N 1/2  
Date: 19 July, 2010  
To: Interested suppliers

**Subject: Tender for Travel services to SPREP**

---

## 1. Background

- 1.1. The Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and reputable providers of quality and effective travel services who can offer their services to meet SPREP's quality and compatibility requirements for worldwide travel by staff, including some entitlement travel by staff members' dependents, and travel by other persons attending SPREP conferences or working under contract to SPREP.
- 2.2. SPREP's conference and travel officer and program assistants will liaise with, advise and direct the travel provider. All travel will be governed by the regulations, rules and procedures of the Secretariat relating to official travel.
- 2.3. In 2009 SPREP spent approximately US\$1.2 million on official travel, when it arranged approximately 500 separate trips. The tender will encourage the development of simplified service standards that will allow SPREP to manage total travel expenses.
- 2.4. Formal tenders for worldwide travel services must be submitted by 20<sup>th</sup> August 2010. The tender process including presentations to the tender committee will run throughout August and September with announcement of preferred tender expected to take place in early October.
- 2.5. It is intended to offer the successful tender a contract for a two year period to provide travel services to SPREP, conditional on satisfying 6-monthly performance reviews.

## 3. Conditions: information for applicants



- 3.1. To be considered for this tender, interested suppliers must be licensed travel agents approved by IATA , with sufficient staff to arrange complex travel itineraries within the Pacific region and worldwide, often at short notice.
- 3.2 Interested suppliers will need to be able to respond to requests to arrange the most direct and cost effective travel arrangements, including multiple flight often to unusual destinations, at any time during SPREP’s office hours (800-1635, Monday to Friday, UTC/GMT – 12 hours), and provide a 24-hour contact service in the case of emergency.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes, and provide supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier’s complete proposal: methods, personnel (and their skill sets / curricula vitae), timeframes and costs.

#### 5. Evaluation criteria

- 5.1. SPREP will select a preferred supplier on the basis of SPREP’s evaluation of the extent to which their tender documents demonstrate that they offer the best value for money, and that they satisfy the following criteria:
- 5.2. Technical capability and relevant travel service experiences including references.
- 5.3. Qualified personnel to undertake the travel service requirements; staff profile of staff involved with the travel must be provided.
- 5.4. Demonstrated ability to conduct the travel service capabilities in a competent and professional manner, and to provide up to date information on changes to Travel Company Airline policies, flight schedules, airfare basis and visa requirements.
- 5.5. Company’s profile including copies of relevant business registrations, applicable licenses and insurance policies.
- 5.6. A comprehensive package of outstanding service standards, a competitive offer of price discounts and other benefits and a quality system of activity reporting, which demonstrates the advantage of using that supplier for all of SPREP’s official travel.

#### 6. Deadline

- 6.1. The deadline for submission of the tender is: 20th August 2010. Late submissions will be returned unopened to the sender
- 6.2 Please send all tenders clearly marked ‘TENDER: FOR TRAVEL SERVICES’ to:  
mail: SPREP  
PO Box 240  
Apia, SAMOA  
Email: [AlofaT@sprep.org](mailto:AlofaT@sprep.org) with the subject line “Tender for travel services”  
Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception, Vailima, Samoa.

6.3 If you need further clarification please email [Alofat@sprep.org](mailto:Alofat@sprep.org) or phone 21929 ext 228.

