



Call for Expression of Interest (EOI) For the Provision of Consultancy Services for IRENA's Travel Management Services

The International Renewable Energy Agency invites interested companies/consulting entities to apply on the following Call for Expression of Interest:

About IRENA:

The International Renewable Energy Agency (IRENA) is an intergovernmental organisation that supports countries in their transition to a sustainable energy future, and serves as the principal platform for international cooperation, a centre of excellence, and a repository of policy, technology, resource and financial knowledge on renewable energy. IRENA promotes the widespread adoption and sustainable use of all forms of renewable energy, including bioenergy, geothermal, hydropower, ocean, solar and wind energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity.

Objectives of the EOI:

IRENA seeks a consulting entity to review the Scope of Work for Travel Management Services in line with the best practices of International Organizations while complying with IRENA Travel Policy.

The proposed consulting entity would work with IRENA's team to prepare an RFP solicitation document and TOR for the provision of Travel Management Services, which would cover the provision of travel and event management services, including but not limited to:

travel reservation, ticketing, airport transfers, hotel reservation and all related formalities for IRENA staff members and/or their dependents as well as consultants, government officials and other persons attending IRENA's meetings, facilitation of arrangements for conferences, meetings, seminars and workshops.

Deliverables:

- a. Review the current Scope and propose adjustments or revisions if needed.
- b. Review the technical evaluation criteria to align with International Organizations.
- c. Review and verify the pricing structure to ensure value for money.
- d. Provide support in the technical evaluation of the proposals.

Minimum eligibility criteria:

List of attributes/description	Benchmark
Years in relevant field of business	Minimum 5 years of work experience providing consultancy services reviewing travel management scope of work for the United Nations or inter-governmental organizations.
Relevant experience	Minimum of 2-3 contracts implemented for providing a combination of the above services to Inter-governmental Organisations, Government entities and Non-Governmental Organizations.
Financial Status	Annual turnover of USD 200,000

Submission details

- **What** to submit: Only **the APPLICATION FORM** below including information about previous similar projects, certificate of registration, proof of financial capacity documents etc. The submission should not exceed 10 pages. Interested Companies must provide information indicating that they are qualified to perform the services.

- **How** to submit: by email to procurement@irena.org

- **When** to submit: **28th May, 2018 by 14.00 hrs. Abu Dhabi time.**

Any EOI received after the above deadline will not be considered. This EOI is not for individual consultants. **DO NOT SUBMIT CVs for this requirement.**

EOI from suppliers failing to provide the requested information will be disregarded. Request for Proposals and any subsequent purchase order will be issued in accordance with the rule and procedures of IRENA.

This EOI does not entail any commitment on the part of IRENA, either financial or otherwise. IRENA reserve the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

APPLICATION FORM

TABLE A - ADMINISTRATIVE INFORMATION

Please complete this carefully:

Full legal name:	
Date of establishment of Firm	
Company legal registration status: (certificate of registration in relevant field must be provided)	
Postal address:	
Street name and No:	
Telephone (including area code):	
Corporate E-mail address:	
Internet address http://	
Full name(s) of the firm's owners:	
Full name and contact details of the focal point:	Name: Telephone: E-mail:

TABLE B - FINANCIAL CAPACITY

<p>A statement of overall turnover / last year in USD (this shall not be disclosed to any party)</p>	<p>In USD: _____</p>
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TABLE C - PROFESSIONAL CAPACITY

<p>Specific consultancies that were carried out over the past 5 years in developing SOW for travel management, including information on clients, project description and geographical location, please provide contact details.</p>					
Contract Description	Geographical location	Client	Value US	Duration and Year(s)	Status ongoing/ finished
<p>Declaration: I, the undersigned, declare that the information given above: - is correct and true, and - where the applicant is representing a company or consortium, has been provided in the full knowledge of the appropriate authorities</p>					
<p>Authorized Signature</p>					
Signature:					
Name:					
Title:					
Date:					