

Section 3: Terms of Reference (TOR)

PROVISION OF TRAVEL MANAGEMENT AND EVENT-RELATED SERVICES TO THE INTERNATIONAL RENEWABLE ENERGY AGENCY

I. Background

IRENA (headquartered in Abu Dhabi) plans to enter into a Long Term Agreement (LTA) with an IATA Accredited Travel Management companies in United Arab Emirates and in Germany for the provision of Travel Management and event-related Services (hereinafter "TMS") initially for one year, extendable for up to a total cumulative duration of four years subject to satisfactory performance as confirmed by an annual evaluation.

In 2019, IRENA procured almost 1,100 tickets (out of which 266 are issued for Bonn staff) and other travel-related services, including 60 workshops and other events globally, for an amount of over US\$3.2 million (out of which around USD 675,000 is the cost of workshops). In 2020 during the pandemic IRENA procured 250 services (Tickets and workshops) with an amount of over USD 400,000. It is expected that the volume of these services will remain at least at a comparable level during the term of the LTA. However, IRENA does not guarantee any actual or estimated TMS volume and will not provide any such guarantee in the LTA.

II. Objective:

The contract with the successful company shall cover the provision of TMS, including:

- a) Travel management services including but not limited to travel reservation and ticketing, transfers, hotel reservations and all related formalities for IRENA staff members and/or their dependents for official and non-official travel as well as for consultants, government officials and other persons attending IRENA meetings or on official business for IRENA (hereinafter "travellers"), and;
- b) Event-related services for conferences, meetings, seminars, workshops and other events (hereinafter "event" or "events").

The TMS to be provided are described in detail in Section IV below.

III. Travel Policy: **Mandatory**

The successful company will be required to provide the TMS in accordance with IRENA's Travel Policy, as may be amended from time to time.

IV. Services to be provided by the TMS company:

The TMS company will provide a wide range of travel management services and must have the capacity to handle large commercial accounts as follows:

A. General – **Mandatory**

(details of after working hours, weekends, holidays, call center facility, procedures and structure of the team to be provided)

The TMS company shall provide comprehensive, prompt, accurate and expert TMS as defined herein and all personnel, equipment, materials, supplies and other items and services necessary for this purpose.

1. The TMS company shall provide travel services as per IRENA official working days in its headquarters in A) Abu Dhabi, which are Sunday to Thursday B) Bonn, which are Monday to Friday and during any other working days as established by IRENA. There must be provision for a 24-hour emergency service facility to include support on weekends and during official holidays when emergency travel service may be required. At least one employee of the TMS company must always be reachable by phone, emails and other communication methods;
2. The TMS company shall maintain, during the entire term of the LTA, a dedicated **onsite** Service Desk at IRENA's Headquarters in Abu Dhabi staffed by two qualified and competent of the TMS company employees (One senior Travel consultant & One Senior Conference, meeting and event services consultant), to facilitate the prompt and effective provision of the TMS. The TMS company shall assume the entire cost of this service, including salary for the two employees, laptops, printers, and transportation to and from IRENA. Moreover, for IRENA's Office in Bonn – Germany the TMS company shall dedicate two **offsite** account employees (One senior Travel consultant & One Senior Conference, meeting and event services consultant) , during the entire term of the LTA of the TMS company to facilitate the prompt and effective provision of the TMS.
3. The TMS company shall assign the highest priority to IRENA's official travel requirements and shall ensure that the servicing of non-official travel requests does

not delay or impede the timely and effective processing of IRENA's official travel requests;

4. As IRENA's official travel requirements are often organised at short notice to or from various parts of the world, efficiency, effective and rapid communication by the TMS company are of critical importance.

B. Travel Mandatory

(Acceptance of paragraph B & Global Distribution System (GDS) certification to be provided).

1. For every duly approved Travel Request Form, the TMS company shall acknowledge within 45 minutes the receiving of the Travel request and within 24 hours of submission of an approved Travel Request Form, make bookings on three (3) airlines operating the specified route then prepare appropriate itineraries and formal quotations based on both the lowest fare and the most direct and convenient routing consistent with the traveller's entitlement under IRENA's Travel Policy. In addition, TMS shall provide 3 online-booking options for comparison. In the event of an emergency or if an approved Travel Request Form could not be timely submitted, the TMS company is authorised to process a travel request and other related services on the basis of instructions by email from the IRENA Travel Unit;
2. In the event that required travel arrangements cannot be confirmed, the TMS company shall notify within 24 hours the requesting party of the problem and present three (3) alternative routings/quotations for consideration;
3. For wait-listed bookings, the TMS company shall provide regular feedback to the Travel Unit at least 24 hours prior to travel;
4. The TMS company shall verify the itinerary, class and fare with the Travel Unit prior to releasing E-tickets.
5. The TMS company shall promptly issue and deliver accurate electronic tickets and detailed itineraries in electronic format, showing flight and airline details, as well as hotel and/or other reservations on all segments of the journey;
6. The TMS company shall ensure that tickets and other travel documents are available immediately following itinerary(ies) approval(s) by the IRENA Travel Unit. Other documents, such as boarding passes (where available) and other travel documents

shall be provided by the TMS company not less than 24 or 48 hours prior to travel, depending on the airline;

7. In the case of official travel, the TMS company shall monitor and inform the traveller and the Travel Unit of any changes to flight, train, bus or ship schedules, or any other amendments or new conditions which could affect travel and shall make appropriate adjustments for any change in flight, train, bus or ship schedules prior to or during the journey. When necessary, tickets and billings shall be modified or re-issued to reflect these changes;
8. The TMS company shall accurately advise the Travel Unit of ticketing deadlines and other pertinent information every time a reservation is made, in order to avoid booking cancelations;
9. The TMS company shall negotiate with airlines to secure preferred fare conditions for IRENA's travel requirements, including ensuring tickets purchased have maximum flexibility where possible;
10. The TMS company shall advise on market practices and trends that could result in further monetary savings for IRENA;
11. The TMS company shall ensure that all travellers have the required travel documents at the time of making the bookings for IRENA as detailed in section B.1 above, including transit information and visa requirements. Any costs occurred by IRENA arising from a failure to provide this information will be borne by the TMS company.
- 12.** Airline tickets shall be issued only by approved International Air Transportation Association (IATA) members.
13. The TMS company shall only act on travel requests for official travel submitted by the Chief of General Services or another IRENA staff member with delegated authority to do so in the Travel Unit;
14. The TMS company shall ensure that all confirmed travellers are informed of any flight/ticket restrictions, involuntary stop-overs or any other irregularities in the itinerary and shall provide required documentation for all such cases;
15. The TMS company will be issued with copies of IRENA's travel policies and procedures as they may be amended from time to time and should familiarise itself fully with such documents in order to wholly comply with them.

16. The TMS company shall notify the IRENA Travel Unit of any unusual events which may affect travel to a particular destination including but not limited to airport closures, cancelled or delayed flights or other transport issues, strike situations and any local political or safety conditions. Any costs incurred by the traveller or IRENA that result from a failure to provide this information will be borne by the TMS company;
17. The TMS company shall provide all travellers with last seat availability, advance seat assignments and advance boarding passes on all airlines for which the TMS company can reasonably do so. The TMS company shall expand these services to bookings secured with other carriers as and when such services become available.
18. The TMS company shall provide travellers with advice on the necessary health requirements related to a destination, including types of inoculations and vaccinations either required or recommended for travel to certain countries or areas, and on applicable excess/lost baggage rules;
19. The TMS company shall indicate any special features, programmes, or services that would be beneficial to IRENA and travellers (e.g. visa processing, meet and greet, lost luggage follow-up, insurance, preferred seating arrangements);
20. When requested by the IRENA Travel Unit, the TMS company shall provide transportation services for travellers and other event participants. In addition, the TMS company must provide the IRENA Travel unit with full details on the transportation services partner utilised including information on the type of vehicles expected;
21. The TMS company shall provide travellers with any other relevant online and offline information related to destinations, including but not limited to, security procedures, currency restrictions/regulations, health precautions, weather conditions etc.;
22. The TMS company shall conduct Passenger Name Record (PNR) searches and travellers' notification as directed by IRENA in case of plane crash, other air travel-related accidents/incidents, hijackings, coups, bombings, natural disasters, and other security-related incidents. The TMS company shall render other specialised assistance as required by IRENA in such emergency situations and provide after-hours contacts for key management personnel as mutually agreed;

23. The TMS company shall provide a written acknowledgement of each written complaint within 24 hours of receipt of the complaint and shall provide a written response within 72 hours of receipt of the complaint explaining the cause of the problem and, if applicable, detailing specific steps taken or that will be taken to prevent recurrence. The TMS company shall provide copies of all complaints and of the corresponding responses to IRENA's Travel Unit upon the latter's request, for review for the purpose of the annual evaluation.

24. Payments made by IRENA to the TMS Company shall be subject to post-payment inspections by authorized IRENA staff at any time during the term of the Contract and for a period of two (2) years following its expiration or prior termination. The TMS Company shall upon IRENA's request provide its full and timely cooperation with such post-payment inspections or audits and make available its relevant personnel and documentation at reasonable times and on reasonable conditions for this purpose. IRENA shall be entitled to the refund of any amounts shown by such inspections or audits to have been paid to the TMS Company other than in accordance with the terms and conditions of the Contract.

25. Maintains facilities of Global Distribution System (GDS i.e. Amadeus, Galileo, Saber , etc.).

26. There must be provision for a 24-hour emergency service facility to include support on weekends and during official holidays when emergency travel service may be required. At least one employee of the TMS companies in both locations (Abu Dhabi & Bonn) must always be reachable by phone, emails and other method of communication.

C. Conferences, Meetings and other Events Mandatory

(Acceptance of this paragraph, procedure of work implementation, Team structure, list of suppliers worldwide and history of previous project with other clients to be provided)

1. The TMS company shall, upon request and to the extent required by IRENA provide event-related services, including:

Individual services to facilitate arrangements for events worldwide, including but not limited to: venue options, venue booking (including meeting rooms set up); travel arrangements for event participants; meal and accommodation for event participants; registration services and logistics coordination with the establishment hosting the event; audio-visual equipment rental; interpretation services; ground transportation services and support personnel, or any other services as needed.

TMS must provide a comprehensive list of suppliers across 7 continents; failure to supply this list will disqualify the TMS from bidding.

2. The TMS company shall, within three (3) days of submission of a request, identify suitable hotels or other establishments, request proposals and quotations and negotiate rates and other terms and conditions with third parties before presenting a final offer for consideration and approval by IRENA. This final offer must contain a minimum of three (3) options, with technical and commercial proposals . After IRENA's approved option, the proposed hotel must be contacted and services procured within 24 hours and payment to be made within 1-2 days from approval.

Terms and conditions/cancellation policy/payment terms and Force majeure terms must be well reviewed and negotiated by TMS while obtaining the proposal for every venue/conference

3. The TMS company shall assist IRENA in preparing for the event, including, but not limited to, ensuring that all the agreed upon conditions are met by the hotel or other establishment where the event is to take place;

4. When requested to arrange the rental of equipment or vehicles, the TMS company shall, within two (2) days from time of request, seek and obtain at least three (3) formal quotations from qualified vendors for approval by IRENA, with such vendors being established companies.

D. Hotels (Acceptance of this paragraph by TMS company) Mandatory

1. The TMS company shall make reservations for accommodation when requested within 24 hours of submission of the request. This service shall include initiating and confirming reservations, and confirming the all-inclusive rate at which the reservation is made;

2. The TMS company agrees to negotiate to the maximum extent possible discounted rates for hotel accommodation on reservations requested by IRENA for official or staff travel worldwide; TMS must provide three (3) hotel option from same star category in requested area. In addition, TMS shall provide 3 online-booking options for comparison

3. The TMS company shall promptly issue and deliver to travellers accurate, hotel confirmations/vouchers and detailed itineraries showing the accurate status of hotel reservations on all segments of the journey. Prior to issuing vouchers, the TMS company shall verify with IRENA that the proposed itinerary and hotel rates are acceptable based on the details of the request and compliance with applicable rules and regulations.

Hotel confirmations/vouchers shall be available within 24 hours, unless the request for hotel reservation was made less than 72 hours before check-in, in which case hotel confirmations/vouchers shall be made available as expeditiously as possible.

E. On-line Booking Tool (OBT) & APP (Acceptance of this paragraph by TMS company) Mandatory

Maintains facilities of on-line booking/airline reservations, domestic and international ticketing, and app booking tool;

- 1- IRENA will have access to an OBT designed specifically for IRENA. The workflow must be in line with IRENA Delegation of Authority and approvals. Designee and implementation and maintenance of the tool will be covered by the TMS company.
- 2- The TMS company will collaborate with IRENA to set up the tool and guarantee that IRENA rules and policy will be applied for the selection of the options.
- 3- The TMS company will ensure that IRENA travellers PNR are uploaded on the OBT
- 4- The TMS company shall inform IRENA of any OBT enhancement or upgrade.

F. Crisis Management plan and strategy Mandatory (Please propose a plan and the team roles and responsibility).

1- In case of a major crisis emergency, set up a dedicated plan to provide all essential services regarding IRENA travellers information booking and other relevant information. The dedicated emergency team should be staffed with experienced consultants and be available until the end of the crisis.

2- TMS must provide a crisis management/emergency plan and strategy as well as details of the senior focal point of the crisis management team. A sample plan should be provided to IRENA for review.

2- Set- up multi hazards business continuity plan and procedures.

G. Traveller's Profiles (Acceptance of this paragraph by TMS company) Mandatory

1. The TMS company shall maintain computerised profiles for all travellers, as specifying each traveller's preferences regarding, seating and dietary requirements, passport and other information required to easily facilitate appropriate travel arrangements.

H. Management Reports (Acceptance of this paragraph by TMS company) Mandatory

1. The TMS company shall provide IRENA with management information reports consisting of the following minimum requirements, with the reports to be submitted to IRENA not more than fifteen (15) calendar days after the end of each quarter:

a) A report consisting of a concise quarterly narrative (of not more than one page) of the TMS company's activities, identification of any problems, recommended solutions to such problems and suggestions to enhance the TMS;

b) A report consisting of a quarterly summary (including year-to-date cumulative figures) of sales data, information on all official sales activities with each airline based on ticket value, a detailed analysis of the number of trips, information on the most frequent round-trips booked by destination, carriers used and savings achieved, and the status of ticket refunds; and

c) The following quarterly reports:

- Executive summary detailing expenses related to travel each month
- Executive summary detailing expenses related to events arranged each month
- Report of change requests and cost associated
- Carrier utilisation summary
- Class of travel analysis
- Top ten city destinations booked in previous quarter
- Any unused tickets
- Details of any personal tickets
- CO2 emission information
- Any other reports as requested by IRENA

I. Refunds (Acceptance of this paragraph by TMS company) Mandatory

1. IRENA shall be fully reimbursed by the TMS company for any partly or fully unused tickets, subject to applicable regulations. The TMS company shall process all documents required for a refund within one (1) month of the date of travel specified on the ticket.

Tickets paid for by credit card will be assigned a Credit Card Refund Notice and subsequently processed in a timely manner by the TMS company;

2. The TMS company is responsible for absorbing any cancellation, changed reservation or date-change fees which arise from no fault of IRENA or the traveller.

J. Service Standards (Acceptance of this paragraph by TMS company) Mandatory

1. The TMS company shall provide polite, responsive and efficient services at all times. As a service objective, telephone calls and email correspondence should be answered promptly. When it is necessary to place calls on hold, staff should not be kept on hold for no more than a few minutes and a call-back, when necessary, should be made within one hour.

K. Supplier Relations (Acceptance of this paragraph by TMS company) Mandatory

1. The TMS company shall not favour any carrier when making reservations;

2. The TMS company shall maintain excellent relations with all carriers for the benefit of IRENA;

3. The TMS company shall provide IRENA with contacts of representatives at international airports, airlines, hotels and car rental companies.

L. Private Travel (Acceptance of this paragraph by TMS company) Nice to have – not mandatory

1. The TMS company shall provide IRENA staff and their dependents, upon request, with information on local and non-local travel, including lodging, resorts and clubs for holidays and other private travel, with all related services, and assist them in arranging their personal travel at the lowest obtainable fares and rates or as otherwise requested;

2. The TMS company shall upon request provide vacation arrangements with reputable tour operators or its own products in the leisure market, including flight-only arrangements at competitive prices. The TMS company's personnel shall be trained to handle such private travel arrangements yet the TMS company shall always assign priority to handling official travel over any private travel;

3. IRENA is not to be involved in any way in personal travel arrangements. Collection of amounts due and any refunds for personal travel are to be arranged directly between

the TMS company and the traveller and collected prior to releasing the ticket. In the event personal travel is undertaken in conjunction with official travel, the TMS company will clearly document the cost and routings of personal portions of combined trips on all itinerary/invoices, and provide reports on such trips as requested by IRENA;

4. The TMS company notes that IRENA does not guarantee any minimum level of private travel, or exclusivity in handling the same.

M. Performance Evaluation and Review (Acceptance of this paragraph by TMS company) Mandatory

1. The TMS company shall meet periodically with IRENA’s focal point to discuss issues of mutual concern, to review the TMS company’s performance and to discuss improvements which the TMS company or IRENA should make in order to achieve more effective travel management and further savings;

2. The TMS company shall arrange quarterly meetings to discuss travel updates and other travel matters with IRENA;

3. The TMS company shall inform IRENA immediately of any industry changes, which may have an impact on travel policy or procedures;

4. IRENA shall, from time to time, evaluate the competitiveness of the prices under the contract through examining the rates charged by other TMS companies as well as industry indicators. Any issues observed in relation thereto shall be discussed with the TMS company pursuant to Section L.1 above. In the event that such issues are not able to be resolved to its satisfaction, IRENA reserves the right to terminate the contract as indicated in the LTA agreement.

5. The TMS company shall perform all services and deliver all products in accordance with the prescribed minimum performance standards specified in the following table:

Product/Service	Performance attribute	Definition	Standard/Service level
1. (a) Airline reservation (options)	Agency accuracy	Ability to perform task wholly and without error	Zero error rate in passenger records/airline bookings, fare computation and routing.
	Speed and efficiency	Ability to deliver products and services promptly and with the use of required resources	(A)1-Excellent English language and communication skills 2- Acknowledgment of receiving IRENA request within 45 minutes 3- For confirmed bookings,

<p>(b)Conferences meetings and other events (options)</p> <p>(c) Hotels</p>			<p>itinerary provided within 24 hours of receiving travel request</p> <p>For wait-listed bookings via regular updates</p> <p>(B)</p> <ul style="list-style-type: none"> 1- Acknowledgment of receiving IRENA request within 45 minutes 2- Provided proposals within five (3) days; rental of equipment and vehicles within two (2) days <p>(c)</p> <ul style="list-style-type: none"> 1-Acknowledgment of receiving IRENA request within 45 minutes 2-Reservation options within 24 hours
<p>2.</p> <p>(a) Airline tickets</p> <p>(b) Conferences Meetings and other Events</p> <p>(c) Hotel Vouchers</p>	<p>Agent accuracy</p> <p>Timelines of delivery</p>	<p>Ability to perform task wholly and without error</p> <p>Ability to deliver product or service on or before the specified date</p> <p>Provide worldwide supplier list</p>	<p>Zero errors in printed tickets and no aborted travel because of incomplete travel documents</p> <p>(a) Immediately post itinerary approval</p> <p>(b) Confirmation on services</p> <p>(c) Hotel vouchers provided within 24 hours of IRENA approvals</p>
<p>3. Travel documentation</p>	<p>Accuracy</p>	<p>Ability to ascertain requirements for various destinations/nationalities</p>	<p>Zero incidents or complaints arising from aborted travel due to incomplete travel documents such as but not limited to boarding passes 24 – 48 hours</p>

	Clarity	Ability to deliver product or service on or before specified date	
4. Billing	Accuracy	Ability to generate error-free billing statements	Error-free and no discrepancies between invoices and attached documents/tickets
	Clarity	Ability to produce legible, easy to understand bills	Zero returns for clarification purposes
	Fairness	Reasonable charges for services offered	At same or lower than market, standard rates
	Company concerns regarding fares	Ability to quote highly competitive fares	At same of lower than market standard rates including preferred airline rates. Guarantee that one fare in each proposed quotation is the lowest obtainable fare.
5. Rates/Pricing	Value for money	Competitive fares quoted with limited restrictions	At the same or better terms than attainable direct from airlines
	Willing to assist IRENA in negotiating with airlines regarding preferred rates and concessions	Voluntarily offering to assist or representing IRENA in dealings with airlines	Regular meetings to obtain competitive rates in the market coupled with preferable fare conditions
6. Problem solving	Refunds	Ability to process and obtain ticket refunds on a timely basis	Within one month from date of cancellation
	Complaint handling	Ability to resolve complaints	Within one (1) week with a satisfactory outcome
7. Travel consultants	Competence	At least 7 years minimum experience; Knowledge of destinations, airline practices, fare levels and shortest routes, connections and knowledge or reissuance and re-routing of tickets, as well handling complicated itineraries, combined with knowledge of IRENA policies;	Proficiency rating of not less than %98
8. Event Management Consultants	Competence	Knowledge of global venues, relevant events related vendors and travel support to participant globally in relevant	

		meetings with knowledge of IRENA policies. Please refer to point C in the TOR	
9. Communications	Awareness level of travellers regarding TMScompany product and services Awareness level of events participants regarding EMS company product and services	Services and policies are communicated to travellers Travelers are well informed about any matters concerning them or upcoming travel Services and policies are communicated to event participants where relevant Events participants are well informed about any matters concerning them or upcoming evnts	Frequency of communications: monthly
9. Office premises and hours of service	Availability to conduct business	Senior travel expert available for all IRENA travel-related concerns	Travel services provided as per IRENA working hours. Round-the-clock emergency service plus contact available during evenings/weekends & official holidays if emergency travel services are required Zero complaints related to travel service availability at any time
10. Crisis Management	Provide Emergency Plan	Senior crisis management experts to work closely with IRENA	A crisis management Plan plus an internal team to carry on the plan from TMS side.
11. Online Booking Tool (OBT)	collaborate with IRENA to set up the tool and guarantee that IRENA rules and policy will be applied for the selection of the options	Maintains facilities of on-line booking/airline reservations, domestic and international ticketing, and app booking tool;	Efficient and user-friendly. In line with IRENA Travel Policy

N. TMS company Quality Control (Acceptance of this paragraph by TMS company)
Mandatory

1. The TMS company shall establish and operate regular and continuous monitoring of the quality of all travel services provided to IRENA. These procedures shall include a self-inspection system covering all services to be performed under the contract and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service provided to IRENA. IRENA shall be notified of any deficiencies found and the corrective action taken; such actions shall be included in the TMS company's narrative report required under Section "G "above;
2. IRENA reserves the right to conduct its own quality control surveys among travellers;
3. The TMS company warrants that the personnel assigned to handle IRENA travel arrangements have the required qualifications and experience and shall receive regular training keeping them informed of any industry developments in order for them to provide IRENA with the best possible services.

O. Personnel Requirements (onsite or offsite) (TMS to provide resumes)
Mandatory

1. The TMS company shall assign adequate personnel to satisfactorily handle the volume of work and to fulfil its obligations under the contract with IRENA. The TMS company shall assign the relevant personnel according to their technical know-how, reliability and experience of booking complex international travel itineraries;
2. The TMS company shall assign one senior travel consultant with a minimum of seven (7) years of practical experience in travel services and ticketing systems to oversee travel management services provided to IRENA, to oversee travel ensuring full compliance with all specified requirements & one senior conference, meeting and event services) with a minimum of seven (7) years of practical experience in events and meetings to oversee travel management services provided to IRENA, ensuring full compliance with all specified requirements;
3. In case of emergencies (such as evacuations, war, natural disasters etc.) the travel and event expert shall maintain operations necessary to support IRENA. The TMS company' employees shall perform their functions in a highly efficient and professional manner.
- 4- All such personnel will be required to be well-versed on the travel policies of IRENA and utilise this knowledge when conducting business and delivery of services to IRENA.

P. Duration

The contract shall be a Long-Term Agreement (LTA) for one (1) year, extendable for a total cumulative duration of up to four (4) years subject to satisfactory performance as confirmed by an evaluation and unless terminated earlier subject to the General Terms and Conditions for Professional Services of IRENA.

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Certification	Accredited by IATA mandatory	provision / IATA accreditation and certification
Legal Status	Vendor is a legally registered entity. Mandatory	Valid Certificate of registration to be provided
Certificates and Licenses	Duly authorized to act as Agent on behalf of the conglomerate , or Power of Attorney, if bidder is not a manufacturer Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder Export/Import Licenses, if applicable Mandatory	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. Mandatory	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4. Mandatory	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the	Form A: Bid Submission Form

	foreseeable future. Mandatory	
QUALIFICATION		
History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of TMS default for the last 3 years. Mandatory	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. Mandatory	Form D: Qualification Form
Previous Experience	Minimum three (3) contracts of similar value, nature and complexity implemented over the last 3 years. a) for implanted / onsite dedicated office contracts should be above (USD 2,000.000 per year) for both locations or (USD 500,00 per year) if the bidder is proposing for IRENA's office in Germany. [Note: IRENA reserves the right to conduct reference checks with one or more of the listed clients of the Vendor] (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	
Terms and reference	TMS to provide a detailed structure of the Organogram of the company Mandatory	Copy of certificate/proof
	TMS shall have membership in global travel management associations and partnership arrangements Mandatory	Copy of certificate to be attached
	Able to guarantee the delivery of products and services in accordance with the Performance Standards and Service Level Guarantees as per	

	<p>TORs (please give your detailed response as per the entire TOR notes indicated above)</p> <p>Mandatory</p>	
	<p>Proposed staff should be experienced travel consultants, especially in ticketing and fare computations, as evidenced by their track record in their curriculum vitae.and experienced events management consultants, specialized in delivering global events of different capacities and having dealt with intergovernmental meetings would be a plus.</p> <p>(please refer to Section.... the TOR and provide CVs of key personnel)</p>	
	<p>Able to guarantee the delivery of products and services in accordance with the Performance Standards and Service Level Guarantees as per TORs</p> <p>Paragraph</p> <p>Mandatory</p> <p>TMS Must provide a comprehensive list of suppliers across 7 continents, failure to supply this list will disqualify the TMS from the bid</p>	
Financial Standing	<p>Minimum average annual turnover of USD 10,000.000 for the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	Form D: Qualification Form
	<p>IRENA will check the financial accounts to compute the quick ratio (QR) which should be more than 1.0. Quick ratio tests the company's financial strength and liquidity by calculating a company's liquid assets in proportion to its liabilities</p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	Form D: Qualification Form

Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form
	Accept IRENA's GTC	
	Accept to maintain the rates-prices for at least one year through the LTA	