



UNITED NATIONS
UNIVERSITY

REQUEST FOR EXPRESSION OF INTEREST (REF: EOI/UNU-RFP/001/2015)

The United Nations University (UNU) is undertaking a Request for Proposal (RFP) to select a Travel Agency to provide the following travel management services to the UNU in Japan:-

- Air travel booking and ticketing,
- Train ticketing
- Hotel reservations
- Visa arrangements
- Travel Insurance
- Car rental arrangements

Interested parties are requested to complete and submit the Vendor Response Form not later than **2 June, 2015 (5:30 PM Tokyo Time)**

Note: This Expression of Interest (EOI) does not constitute a solicitation. The UNU reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Submitting a reply to an EOI does not automatically guarantee that your company will be considered for receipt of the solicitation documents when issued.

IMPORTANT: All suppliers interested to participate in this RFP are kindly requested to register as a supplier in the United Nations Global Marketplace at <http://www.ungm.org/>.

VENDOR RESPONSE FORM

To: EOI No:

Fax:

From:

Subject: **Selection of a Travel Agency for the United Nations University in Japan**

COMPANY INFORMATION

UNGM Vendor ID No

Company Name

Company Contact:

Address:

Telephone Number:

Fax Number:

Email Address:

Company website:

Signature:

Name and Title:

Date:

If you are not already registered with UNGM, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org. Registration at UNGM is free and mandatory for responding to this EOI. The following information is available about the registration process.

Registering as a Vendor with UNGM

Vendors interested in fulfilling the requirement described above must be registered with UNGM and may wish to visit www.ungm.org for full registration information in order to be eligible to participate in any solicitation.

Pre-requisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website (www.un.org/sc/committees/1267/consolist.shtml) and is not on the IIC Oil for Food List website (www.iic-offp.org)
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- C. You have no outstanding bankruptcy, judgment or pending legal action that would impair operating as a going concern
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions (www.un.org/depts/ptd/pdf/conduct_english.pdf))
- E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them either during or after execution of a contract, including all required documents, company records, access to employees, officers and staff, as well as financial information.

For Registered Vendors: Vendors already registered must ensure that the information and documentation (e.g. financial statements, address, contact name, etc) provided in connection with their registration are up to date in UNGM.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.