REQUEST FOR PROPOSAL

Travel Management

1. The International Maritime Organization (IMO) seeks proposals from qualified companies for the provision of Travel Management services, in accordance with the requirements, terms and conditions stipulated herein.

2. This Request for Proposal (RFP) consists of this document and the following annexes:
   - Annex A: Instruction to Bidders
   - Annex B: IMO General Contract Conditions-Services - https://www.imo.org/en/About/Procurement/Pages/Key-Documents.aspx
   - Annex C1: RFP 10027753 – Terms of Reference – Travel Management
   - Annex D: RFP 10027753 – Pricing Response Form
   - Annex E: Vendor Registration Form - https://www.imo.org/en/About/Procurement/Pages/Vendor-registration.aspx

3. In submitting a proposal, the Proposer accepts in full and without restriction the requirements of this RFP including the Terms of Reference and IMO General Conditions Services as the sole basis of this tender process, and waives his own conditions of sale, whatever they may be.

4. Proposals must be received by the IMO no later than Wednesday 24 May 2023, 12:00 hours noon (UK time). Proposals received after the designated time will be automatically rejected. Proposals are to be transmitted online via the IMO procurement portal, using the unique link in the invitation email, stating the RFP reference in the subject line. Submission of proposals by other means is not accepted.

To receive the complete RFP 10027753 documentation interested bidders are advised to contact procurement@imo.org – with SUBJECT title: Request for RFP 10027753.