This notice is placed by UNESCAP. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of UNESCAP. You are therefore requested to direct all queries regarding this EOI to UNESCAP using the fax number or e-mail address provided below.

**Title of the EOI:** Travel Management Services  
**Date of this EOI:** 3 June 2021  
**EOI Number:** EOIUNESCAP18577  
**Beneficiary Country/Territory:** Thailand  
**Commodity/Service category:** Travel Management Services  
**Address EOI response by fax or e-mail to the Attention of:** Mr. Charles Hill  
**Fax Number:** +66 22881034  
**E-mail Address:** hill1@un.org  
**UNSPSC Code:** 90120000,90121500

**DESCRIPTION OF REQUIREMENTS**

The United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) invites Expressions Of Interest (EOI) from qualified Companies for the provision of Travel Management Services to United Nations Organizations in Bangkok, Thailand.

UNESCAP wishes to solicit proposals for the provision of Travel Management Services from IATA - accredited Travel Agencies or Travel Management Companies worldwide. The proposals should include solutions for Travel Management Services including Air Travel Reservations, Online Booking, Ticketing, and related Information Reporting Services to UN Organizations based in Bangkok.

The requirements consist of reservations and ticketing, VIP travel, airline arrangements, voids and refunds, etc. for all Official Travel originating inside or outside Thailand including related issues like advice on travel restrictions and security developments, excess baggage, and insurance, et al. In addition, Supplementary Services might be requested such as Messenger Services, assistance at meetings and visa services etc. We also encourage service providers that can provide web-based solutions for Travel Services.

Companies who wish to be considered for receipt of the tender documents must submit vendor applications...
for review and consideration by the United Nations. The vendor registration form can be accessed at www.unescap.org/procurement/vendor_registration.asp

This EOI does not constitute a solicitation. UNESCAP reserves the right to change or cancel the requirement at any time during the EOI phase or solicitation process. Submitting a response to this EOI does not automatically guarantee that a vendor will receive an invitation to participate in the solicitation. Only those companies deemed qualified, upon completion of an objective evaluation of the vendor application, will receive the final Request for Proposal.

Fax or mail your Expression Of Interest (EOI) with the vendor application form and relevant documentation, to the attention of the Chief, Procurement Unit, Division of Administration, UNESCAP, United Nations Building, Rajadamnern Nok Avenue, Bangkok 10200, Thailand. Fax: (66 2) 288 1034. Expression Of Interest (EOI) must be received on or before 02 July 2021.

Vendors interested in participating in the planned solicitation process should submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.
Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).

As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its full legal name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.

While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at Level 1 under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You should express your interest to this EOI electronically at: https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNESCAP18577

In case you have difficulties submitting your interest electronically, please contact hill1@un.org directly for instructions.
EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at https://www.un.org/Depts/ptd/vendors.

Prerequisites for Eligibility

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

A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
   II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.

B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);

C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;

D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;

E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).

F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat 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. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (http://www.ungm.org); information on the registration process can be found at https://www.un.org/Depts/ptd/vendors. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

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

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to UNESCAP (UNESCAP) by the closing date set forth in this EOI. Due to the high volume of communications UNESCAP is not in a position to issue confirmation of receipt of EOIs.

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at https://www.un.org/Depts/ptd/doi.