



Restoring Dignity,
Inspiring Change.

Date: 21.12.2016

**Invitation to Bid for establishment of a cooperative agreement for the
provision of Travel Management Services**

Closing date and time: 06 January 2017, 17:00 hrs CET

1. Requirements

The International Catholic Migration Commission (ICMC) Greece Branch Office, invites qualified suppliers to make a firm offer for the establishment of Cooperation Agreement for the provision of travel management services (referred to hereinafter as services) for its operation in Greece.

ICMC may award a Cooperation Agreement with an initial duration until 30 June 2017. Subject to the continued availability of donor funding, the Agreement will be automatically extended for a further period of 6 months, unless terminated in writing by either party at least 1 month before the end of the contract. The successful bidder will be requested to maintain its quoted price model for the initial duration of the Agreement, i.e. until 30 June 2017.

As an indication for the bidders, the yearly budget devoted to travel services under this program approximates EUR 130,000. Therefore, the estimation of the monthly average of travel services requested amounts to approx. EUR 11,000.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. These do not represent a commitment that ICMC will purchase the above quantity of services. Quantities and destinations may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Cooperative Agreement.

Note: This document is not construed in any way as an offer to contract with your firm.

2. Bidding information

2.1. ITB documents

The following annexes form integral part of this invitation to bid:

- Annex A: Terms of Reference
- Annex B: Financial Offer Form



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- Annex C: Vendor Registration Form

For all the services requested in Annex A, the most frequent destinations that ICMC Greece/Athens Branch Office is using are: Athens, Lesvos, Thessaloniki, Kos, Samos, Chios and Leros, Ioannina.

2.2. Requests for clarification

Bidders are required to submit any request for clarification in respect of this ITB by email to Mr. Papakonstantinou Akis at papakonstantinou@icmc.net. The deadline for receipt of questions is 17:00hrs CET on 03 January 2017.

2.3. Your Offer

Your offer shall be prepared in English. Please submit it using the annexes provided. Offers not conforming to the requested formats may not be taken into consideration.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.3.1. Content of the TECHNICAL OFFER

The technical offer should contain all the required information. The Terms of Reference (TORs) of the services requested by ICMC can be found in annex A. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

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- Description of the company and the company's qualifications

A description of your company with the following documents: company profile; registration certificate; accreditation to IATA and last audit report:

- Year founded;
- If multi location company, specify headquarters location;
- Number of similar and successfully completed projects;
- Total number of clients;
- Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

- Understanding of the requirements for services, proposed approach, solutions, methodology and outputs

A description of your organization's experience in these services;

- A description of your organization's capacity to provide the service, incl. 24/7 emergency services;
- Any comments or suggestions on the TOR.

- Proposed personnel to carry out the assignment

Contact persons for ICMC and the composition of the team you propose to provide.

N.B.: No pricing information should be included in the technical offer.



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2.3.2. Content of the FINANCIAL OFFER

Only your service charges/handling fees are to be mentioned in the financial offer form (Annex B), inclusive of VAT. All prices must be quoted in EURO.

In addition to the above mentioned form, a separate Financial Offer must contain the below booking exercise with the following details:

1. Kindly book a round trip air ticket from Athens to Lesvos, and submit the total cost of a ticket for this destination, inclusive of your handling fee, between 10h00 and 11h00 am on 3 January 2017.

Departure: Morning flight of 3 January 2017

Return: Evening flight of 4 January 2017

Please provide a snapshot of the booking attached to your bid. Without the snapshot your offer will NOT be valid.

The quotations shall be provided in the Financial Offer Form in Annex B.

2. For the same ticket, please provide the cost of:
 - Changing the departure leg of the ticket for next day's morning flight;
 - Cancelling the ticket in full, inclusive of your handling fee.

Please provide a snapshot of the change and of the cancellation attached to your bid. Without the snapshot your offer will NOT be valid.

You are requested to hold your financial offer valid for 30 days from the deadline for submission. ICMC will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Cooperation Agreement.

ICMC's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract is not reimbursable nor can it be included as a direct cost of the assignment.



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2.4. Bid Evaluation

2.4.1. Supplier Registration

The qualified supplier will be added to the Vendor register after investigation of suitability based on the basis of the submitted Vendor Registration Form (Annex C) and supporting documents. The assessment involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity.

This will be followed later by performance evaluation as a supplier such as:

- Ability to respond quickly to ICMC's needs;
- Timely delivery;
- Dependability of services.

2.4.2. Technical and Financial evaluation:

The technical evaluation will be based on scoring system based on company qualifications as well as services requested. All bidders should provide all the information stated under 2.3.1 of this ITB.

The financial evaluation will be based on the booking exercise mentioned under 2.3.2 of this ITB and the Financial Offer Form (Annex B).

ICMC will consider the bid which is most responsive to the needs and conforming to ICMC's procurement principles, including economy, efficiency and best value for money.

2.5 Submission of bid

- The offers must bear your official letter head, clearly identifying your company;
- 2 hard copies of the bids including all their attachments must be sent by registered mail;
- The technical and financial offers shall be clearly separated in closed envelopes (The Bidder shall seal the technical offer and the financial offer in separate envelopes, duly marking the envelopes as "technical offer" and "financial offer". The envelopes shall then be sealed in an outer envelope);
- Bids must ONLY be sent physically (i.e. not by email) to the following address:

ICMC Greece/ Procurement / 44, Zalokosta Street & Kifissias Avenue - 15233 Chalandri, Athens



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- **The deadline of the bid is 06 January 2017, 17:00 hrs CET.** Any bid received after this date and time may be rejected. Please, take it into consideration and allow sufficient time for shipping the documents prior to the set deadline.

Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

After receipt of bids, ICMC reserves the right to request any additional information or seek clarifications from the bidder to ascertain responsiveness of offers received.

2.6. Bid acceptance

ICMC may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract content would be negotiated with the successful bidder as part of the finalization of the purchase orders for services.

ICMC may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by ICMC at its own initiative or in response to a clarification requested by a prospective supplier.

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2.7. Confidentiality

All the information that you submit to ICMC for bidding purposes will be considered strictly confidential and only shared with authorized staff or the donor. Under no circumstances will the information be shared with third parties.



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PLEASE READ CAREFULLY

CHECK LIST FOR COMPLETE BID SUBMISSION		
	Provided	
	Yes	No
Bid is properly sealed		
Language of Bid is as requested (English)		
2 hard copies of the bids		
The Financial Offer conforms to the form provided in Annex B		
The Technical Offer includes the Vendor Registration Form (Annex C)		
The technical and financial offers are clearly separated in closed envelopes		
Bid is sent per registered email		
Bid is sent prior to the deadline		