

Date: 17.08.2023

Invitation to Bid for the establishment of a cooperative agreement for the provision of Travel Management Services for civil society participants of the 2024 Global Forum on Migration and Development (GFMD)

Closing Date: 8.09.2023

Closing Time: 17:00 CEST

1. Requirements

The International Catholic Migration Commission (ICMC) invites qualified suppliers to make a firm offer for the establishment of a Cooperation Agreement for the provision of travel management services (referred to hereinafter as services) for its activities related to civil society coordination.

ICMC may award a Cooperation Agreement with an initial starting date on 18 September 2023, until 31 January, 2024. The successful bidder will be requested to maintain its quoted price model for the duration of the Agreement, i.e. until 15 February, 2024.

As an indication to the bidders as to the projected requirements, the successful bidder will be working on travel provisions from multiple locations across the world required for an international conference (the [Global Forum on Migration and Development](#) – GFMD) occurring in January 2024. The pricing exercise in Annex B provides an indicator of the diverse itineraries that will be required.

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

2. Bidding Information

a. ITB documents

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

- Annex A: Terms of Reference
- Annex B: Financial Offer Form
- Annex C: Vendor Registration Form

For all the services requested in Annex A, the destinations that ICMC is using are worldwide.

b. Requests for clarification

Bidders are required to submit any request for clarification of this ITB by email to the ICMC Policy Team at policy@icmc.net. The deadline for receipt of questions is 17:00 hrs CEST on 8 September, 2023.

c. Your Offer

Your offer should 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

i. 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:

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.

ii. 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 CHF.

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

- 1) Manila to Paris for one person on January 17, 2024, return from Geneva on January 27, 2024
- 2) Round trip from Mexico City to Geneva for one person on January 20, 2024 return on

January 27, 2024

- 3) Niue to Paris for one person on January 14, 2024, return from Geneva on January 27, 2024
- 4) Round trip from Kathmandu to Geneva for one person on January 20, 2024, return on January 27, 2024
- 5) Beirut to Paris for one person on January 18, 2024, return from Geneva on January 27, 2024

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.

d. Bid Evaluation

i. Supplier Registration

The qualified supplier will be added to the Vendor register after investigation of suitability 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;
- ii. - Problem-solving capabilities;
- Dependability of services.

iii. 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.

e. **Submission of bid**

- The offers must bear your official letter head, clearly identifying your company;
- The bid with all required attachments must be sent in one email to the following email address: policy@icmc.net
- **The deadline of the bid is 8.09.2023.** Any bid received after this date 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.

f. **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.

g. **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.

PLEASE READ CAREFULLY

CHECK LIST FOR COMPLETE BID SUBMISSION		
	PROVIDED	
	Yes	No
Language of the Bid is as requested (English)		
All Annex attachments are included in the bid		
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 submitted as separate documents.		
Bid is sent via email		
Bid is sent prior to the deadline		