



REQUEST FOR EXPRESSIONS OF INTEREST FOR PROVISION OF TRAVEL SERVICES TO THE GREEN CLIMATE FUND

COUNTRY: Republic of Korea

NAME OF ORGANISATION: Green Climate Fund

Expressions of interest No. EOI 001/S/2017

Introduction and Background

1. The Green Climate Fund (the "GCF") was established in December 2010 with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the GCF will promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change.
2. The GCF was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change ("UNFCCC"). It is governed and supervised by a Board that has responsibility for funding decisions pursuant to the Governing Instrument for the Green Climate Fund. It is supported by an independent Secretariat, accountable to the Board, having management capabilities to execute day-to-day operations of the GCF, providing administrative, legal and financial expertise. The GCF's headquarters (the Secretariat) are located in Songdo, Incheon City, Republic of Korea.
3. The Secretariat would like to engage the services of a Travel Management Agency (TMA) with the purpose of providing travel services such as Airline Tickets, Accommodation booking, Ground Transport services and other related services on a 24/7 basis. The TMA will source travel services on behalf of the GCF using the funds procurement principles of value for money, accountability and transparency and the funds Travel Policy as efficiently as possible. The TMA shall provide prompt and accurate international and domestic travel products and services to staff of the Fund and other travelers.
4. The GCF will spend an estimated budget of approximately **US\$2 Million** on flight tickets on an annual basis for official travel covering various engagements globally. The Fund estimates to undertake approximately 900 international return travels per year. Travel will be undertaken by the Fund's staff and their eligible dependents, consultants, members of the Fund's Board, high ranking officials and others as authorized. However, the contract shall not impose a minimum guarantee on volume of travel on the part of the Fund.



Objectives

1. The GCF seeks to streamline its local and international travel services arrangements in order to provide more robust customized travel services, and take advantage of the state of the art technological processes in the field of Global Travel Services. The Goals and targets of the GCF are to reduce the Costs by optimizing on value for money, provide competitive travel options, access to most direct and economic routes and have services on a 24/7 basis with the option of a TMA implant at GCF.
2. The successful TMA will be offered a two-year Framework Contract Renewable subject to satisfactory performance, cost effectiveness and efficiency of the TMA based on the annual performance evaluation in the dimensions of VFM, Competitive travel options and economical routing. The TMA will work closely with the GCF travel desk and ensure that good practices are embedded in its operations. The Fund and the successful travel agent will regularly consult on and jointly put in place appropriate mechanisms to guarantee adherence to the contractual terms and their respective interests.
3. The GCF seeks to engage with a travel agent that has a wide international network, well automated with capability to connect with GCF travel system in the long run for efficient travel management services. To be contracted, the Agency shall have the ability to provide the Fund with on-line and offline relevant information on official destination (e.g. airport transfers/land transportation facilities, local points of interest, currency, restrictions/regulations, health advisories, security advisories, etc)
4. The required TMAs shall provide travel services from 8.00 am to 7.00 pm Korea time on all working days of the GCF. In addition, the TMA shall provide afterhours services as well as during weekends and official holidays where emergency travel service is required. The TMA shall provide necessary qualified travel consultants who will be reachable by phone line and email operating on a 24-hour help line for the use of the GCF and its Travellers.

Firm's Competences and other Requirements

To qualify for shortlisting, firms must provide information that demonstrates that they are suitable for the required services:

- a) Provide a Company Profile which describes your firm and its experience in travel Industry (air travel, accommodation arrangements, and car hire services).
- b) References of client profiles is required with other organizations preferably major NGOs, or International bodies and Government entities.
- c) The firm must have technical and organizational capability with experienced key personnel at the level of a Senior Consultants.
- d) The TMA must provide its Internal Structure with clear management responsibilities and a chain of command to ascertain their efficiency and effectiveness.
- e) List affiliations/accreditation with professional Travel Associations such as IATA and ICATA will be major advantage

- f) TMA must provide areas of coverage by country, regional or continental geographical operations.
- g) Provide a list of any proposed service that adds value and uniqueness to the firm, including franchise agreements, and any applicable discounts or rebates.

Submission of Expressions of Interest

A TMA will be selected in accordance with the procedures set out in GCF Administrative Procurement Guidelines. Information regarding these guidelines can be found at http://www.gcfund.org/fileadmin/00_customer/documents/MOB201410-8th/GCF B.08 31 GCF Procurement Guidelines fin 20141005.pdf¹

Interested firms may obtain further information at the address below during office hours (09:00 to 17:00).

Expressions of interest must be delivered to the address below by 21st February, 2017.

Green Climate Fund
11th Floor, G-Tower, 175, Art Center-daero
Yeonsu-gu, Incheon 406-840
Republic of Korea

Attention: Procurement Specialist
E-mail: procurement@gcfund.org
Web site: www.greenclimate.fund

Expressions of Interest can also be sent via email to the email address indicated above.

¹ Annex II “Corporate Procurement Guidelines on the Use of Consultants”