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IFP No: 05/18

INVITATION FOR PREQUALIFICATION

FOR

**TRAVEL MANAGEMENT SERVICES FOR THE GENERAL SECRETARIAT OF THE ORGANIZATION OF
AMERICAN STATES**

SECRETARIAT OF ADMINISTRATION AND FINANCE (SAF)

**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
(GS/OAS)**

Department of Procurement Services

March 9, 2018

1. GENERAL

- 1.1 The General Secretariat of the Organization of American States (GS/OAS) is conducting this process to prequalify Travel Management Companies (TMCs) that can participate in a subsequent bid to contract Travel Management Services.
- 1.2 The GS/OAS is seeking suitable Travel Management Companies (TMCs) that can provide the GS/OAS with off-site travel management services for Official Travel of the GS/OAS' travelers, in accordance with the applicable policy.

GS/OAS' travelers are GS/OAS' staff, independent contractors, and all other persons affiliated with the GS/OAS that require air or rail transportation from and to any city in the world.

Official Travel is the travel that serves exclusively the following purposes: i) For an internationally recruited staff member, upon assumption of his/her initial post or upon assignment to another official duty station; ii) For carrying out a mission or other official business of the OAS; iii) For purposes of home leave; and, iv) For repatriation on separation from service.

- 1.3 GS/OAS itineraries are mostly completed in the western hemisphere and most travel happens from the USA (and back) to Central America, South America, and the Caribbean. There is also significant local travel in some countries where we have considerable project execution. We also conduct international travel from different regions in the hemisphere to the USA and to other destinations. Travel itineraries are sometimes complex, last minute and in need of updates to accommodate adjusted travel plans. The GS/OAS' total travel costs were approximately USD 4.6M in 2012, USD 4.4M in 2013, USD 5.0M in 2014, USD 4.3M in 2015, USD 3.3M in 2016 and USD 3.8M in 2017.
- 1.4 The GS/OAS is preferably looking for one TMC that can provide global service, offer City pair services, but we will also consider awarding the contract to more than one vendor, for regional or local operations, as needed. Interested parties may submit a pre-qualification request to be considered, for the global, regional or local service, or to any possible combination.

2. ELIGIBILITY AND QUALIFICATION CRITERIA

- 2.1 Prequalification is open to firms and joint ventures that do not fall under the prohibitions outlined in the Conflict of Interest Statement, Appendix 3 of this Invitation for Prequalification.
- 2.2 Prequalification will be based on the Applicant meeting the minimum pass/fail criteria specified below, as demonstrated by the Applicant's responses in the Application Form, Appendix 2 of this Invitation for Prequalification.
- 2.3 Qualification Criteria:
To be prequalified the Applicant must demonstrate to the GS/OAS that it substantially satisfies the following requirements:

2.3.1 Service coverage: The Applicants shall be able to handle international and or local travel to and from Latin American, North America and the Caribbean.

2.3.2 Experience: The Applicant shall meet the following minimum criteria: i) Five (5) years of successfully and continuously engaged in handling international travel to and from Latin American, North America and the Caribbean; and, ii) successful experience as prime contractor in the execution of at least five (5) projects of a nature and complexity comparable to the proposed Contract within at least three (3) years.

2.3.3 Key personnel capabilities: The Applicant shall provide bilingual (English and Spanish) personnel to fill the following positions: Base Agents and VIP Agent. For those positions the Applicant will supply information as required in Section 3 of the Application Format, Appendix 2.

2.3.4 Infrastructure capability: Preferably, the Applicant shall:

2.3.4.1 Have local presence in the USA or be able to quickly respond/attend meetings in the Washington, D.C. Metropolitan Area.

2.3.4.2 Have access to at least one reliable GDS and offer competitive rates and price match warranties with Internet.

2.3.4.3 Be able to interface with the GS/OAS' current or future ERP (Enterprise Resource Planning), such as ORACLE or SAP, with Microsoft Outlook, and other similar systems.

2.3.4.4 Provide the GS/OAS with an online booking tool solution (Desirable).

2.3.4.5 Provide the GS/OAS with City pairs.

2.3.4.6 Provide access to current travel technology, such as phone applications, reporting tools, etc.

2.3.4.7 Be able to adjust their operations to incorporate GS/OAS travel procedures, including but not limited to: using global corporate card program to complete travel reservations, assist in the reconciliation process for all charges, etc.

2.3.4.8 Be able to provide a 24-hour emergency toll-free telephone number, for use internationally and domestically, staffed by bilingual (Spanish-English) personnel capable of retrieving GS/OAS traveler's reservation records.

2.4 The GS/OAS reserves the right to allow applications that do not fully satisfy all the requirements, if they do not materially affect the capability of an Applicant to perform the contract.

3. INTERESTED APPLICANTS' INQUIRIES

3.1 Interested Travel Management Companies may submit any inquiry or request for more information and clarification regarding technical specifications in this IFP no later than five (5) business days prior to the IFP closing date.

3.2 The requests must be submitted by electronic mail in a written format to the Department of Procurement Services to oasbidssubmit@oas.org with copy to alopez@oas.org.

- 3.3 The responses to these requests will be submitted in written format to all interested Travel Management Companies no later than three (3) business days before the IFP closing date.

4. PREPARATION AND SUBMISSION OF APPLICATIONS

- 3.4 The application for prequalification shall consist of the following:
- a) The Letter of Application, Appendix 1
 - b) The Applications Form, Appendix 2
 - c) The Conflict of Interest Statement, Appendix 3
- 3.5 Failure to provide information which is essential to evaluate the Applicant's qualifications, or to provide timely clarification or substantiation of the information supplied may result in disqualification of the Applicant.
- 3.6 The application for prequalification shall be submitted by electronic mail to the Department of Procurement Services to oasbidssubmit@oas.org with copy to alopez@oas.org.
- 3.7 The electronic application must be received by the GS/OAS no later than close of business (COB), **5:30 p.m. EST, March 26, 2018**. The GS/OAS reserves the right to accept or reject late applications.

5. PREQUALIFICATION AND BIDDING

- 5.1 The GS/OAS reserves the right to:
- a) Amend the scope of the Contract to be bid, in which event the Contract will only be bid among those prequalified Applicants who meet the requirements of the Contract as amended;
 - b) Reject or accept any application; and
 - c) Cancel the prequalification process and reject all applications.

The GS/OAS shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for them.

- 5.2 Applicants will be notified of the results of the prequalification by the GS/OAS in writing, by electronic mail, within two months of the date of submission of applications, without assigning any reason for the GS/OAS' decision.
- 5.3 Only firms and joint ventures that have been prequalified under this procedure will be invited to submit a Proposal through a request for Proposals (RFP). A firm may apply for prequalification both individually and as part of a joint venture. However, a prequalified firm or a member of a prequalified joint venture may participate as a Bidder in only one Proposal, either individually or as a partner in a joint venture, for the Contract.
- 5.4 Prequalified Travel Management Companies shall be required to update the relevant information used for prequalification at the time of submitting their Proposals to confirm their continued compliance with the qualification criteria and verification of the information provided. A Travel Management Company shall be disqualified if it no longer meets the qualification requirements at the time of bidding.

5.5 Bidding Schedule:

The planned bidding schedule is as follows:

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| Invitation to prequalify | March 9, 2018 |
| Date of submission of applications | March 26, 2018 |
| Results of Prequalification | April 19, 2018 |
| Request for Proposals | May 18, 2018 |
| Submission of Proposals | June 18, 2018 |
| Contract Award | September 27, 2018 |