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SAF/DP/10/18

April 6, 2018

Ref.: IFP 05/18 – Travel Management Services for the General Secretariat of the Organization of American States.

To Whom It May Concern:

The General Secretariat of the Organization of American States (GS/OAS), through its Department of Procurement Services (DP), cordially invites you to participate in the process to prequalify Travel Management Companies (TMCs) that can participate in a subsequent bid to contract Travel Management Services.

Please find attached the Invitation for Prequalification (IFP) which includes the instructions for the preparation and submission of applications, Appendix 1 - Letter of Application, Appendix 2 – Application Form, Appendix 3 – Conflict of Interest Statement and Appendix 4 – OAS Travel Policy.

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 no later than close of business (“COB”) **5:30 p.m. EST on April 20, 2018.**

This invitation and the attached IFP and appendixes are also being posted on the OAS Web Site (www.oas.org/OASpage/bid/default.asp) under Procurement Notices, UN Development Business (www.devbusiness.com) and dgMarket (www.dgmarket.com).

We appreciate in advance your giving consideration to this invitation, and look forward to receiving your application.

Sincerely,


Alex P. Grammer
Director

Department of Procurement Services