

FAQ related to EOI Travel Management Services

What is average annual business volume of GIZ?

The total average business volume of last 2 financial years is **5 CRORE**. Please note that this volume is based on last 2 year volume; however the same level of volume cannot guaranteed from GIZ.

Number of Domestic volume

60 percent of the total volume consists of Domestic travel

Number of International volume

40 percent of the total volume consists of international travel

Credit Period

Normally GIZ follow the credit period of **30 days**. Invoice can be submitted on fortnightly basis, however after receiving the invoice the payment will be cleared within 30 days from date of receipt.

Hence the credit period will be of 30 days.

Shall one need to submit financial proposal or quotations at this stage?

No quotations or financial proposal require to submit at this stage.

The companies who will get shortlisted from process of EOI, GIZ will send them detailed TOR along with other necessary requirement, which then need to be submitted in comprehensive manner.

What kind of information shall be provided in EOI format?

Please provide only important information pertaining to each heading. Fill the brief details as per the attached format and follow the guidelines. Please provide your website address if you have.

Be crisp and precise.

For example if you have 100 offices globally, please indicate the number of branches or highlight only few regional offices in EOI

What documents need to submit with EOI?

At this stage, no documents are required to submit except below mentioned 2 documents

- Copy of IATA registration
- 2 reference letter from reputed clients

What if the documentation pages go beyond the minimum stipulation of 6 pages?

GIZ has mentioned that the EOI should be within the minimum page limit of 6 pages. The idea of these EOI is to get only the basic information pertaining to your company infrastructure, profile, financial and manpower capacity to handle such large volumes. Hence it would be appropriate that only relevant information shall be provided in EOI format, which can be easily manages in 6 pages.

Do anything need to be uploaded

NO, nothing is required to be uploaded. It is clearly mention in the EOI that all proposals should come in sealed envelope to GIZ office on or before 28 May. Hence it is clear that only hardcopies are required to submitted.

Who will sign the EOI format.

An authorized representative of the company can sign EOI format. However no need to attach any authority letter or resolution pertaining to the said attestation.

Airline corporate deal

GIZ does have various corporate deal with major airlines, however the operation of such deals and agreements will be discussed only in second stage of tender process.