

Call for expressions of interest for consulting firms

Commissioning party	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH B 5/1 Safdarjung Enclave New Delhi -110029
Your contact e-mail is	gtzproc@giz.de
Brief project title	Travel Management Services
Project processing no.	99.92454-001.00
Contract no.	-
Country of assignment	India
Period of assignment	2 years
Project description and sector	Travel Management Services to GIZ Office

If you are interested in implementing the above project please complete the following document and return it no later than 28,May 2013 to the following address:

Head –Procurement
GIZ
B-5/1 Safdarjung Enclave
New Delhi - 110029

The evaluation of the expressions of interest is expected to be completed by June 15,2013. If you do not hear from us by the third week of June , your EOI has not been successful for participating in the tender.A separate notification to this effect will not be sent out to the unsuccessful bidders.

Expression of interest for Travel Management Services

We herewith declare our interest in bidding in the scheduled GIZ invitation to tender below:

**Brief project title
Project processing no.
Country of assignment
Period of assignment
Deadline for submission**

To ensure efficient processing, please observe the notes at the end of this document

- 1. Company name and full address (registered office)**

- 2. Brief Company Profile (max 20 lines)**

- 3. Legal status of company with date of incorporation etc (max 10 lines)**

- 4. Size of company, address of branch office (max 20 lines)**

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5. **Business reference in the last 3 years in the sector and/or in the region**

Client name	Complete address	From/to	Aprox volume	Contact person

6. **Commercial details (FY)**

	2010-11	2011-12	2012-13
Annual turnover in €			
Operating profit in €			
Total number of tickets issued (domestic)	N/A		
Total number of tickets issued (International)	N/A		

7. **Number of employees**

	Average 2010	Average 2011	Average 2012
Permanent staff			
Staff on limited-term contracts			

8. **Brief details of airline/online reservation system used for serving clients (max 15 lines)**

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9. **Brief details of accounting system, process and software used in your company (max 15 lines)**

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We herewith affirm that the above data are true and complete

Signed and sealed

Notes on completing the expression of interest

Please limit your expression of interest to max. six pages and do not submit any further attachments (company profile etc) except IATA registration and two reference letters.