

REQUEST FOR EXPRESSION OF INTEREST FOR: 1005-EOI-GAC EI-UG-GEN-Travel Management Agent

EITS (Electrical Instrumentation and Telecommunications Systems) Contractor for the EACOP project, invites experienced and reputable organizations to express their interest in the provision of:

SCOPE OF WORK:

- Facilitate travel by proposing appropriate mode and means of transportation (air, rail/road, water), generate itineraries, make accommodation arrangements; facilitate vehicle rentals, visa processing, travel insurance; facilitate per diems, cash advances and out-of-pocket allowances
- Be on standby 24/7 to resolve travel issues, complaints, and refunds as and when they arise
- Flexibility to provide alternative arrangements if changes arise before or during trips
- Deploy and Maintain a Travel Costs Management System and Expense Claim System for Contractor's Personnel. Manage the staff travel process as per Contractor's Travel Policy
- Maintain Contractor's information, financial records and travel records.
- Prepare and share weekly/monthly reports per requirements
- Be efficient, flexible and committed to offer a competitive service with value for money.

MINIMUM REQUIREMENTS:

- Must be a Fully Licensed Business with Adequate Proof of Registration with relevant Ugandan Authorities including URA. Provide *Company Profile, Certificate of Incorporation, Business License Registration, VAT Registration, URA PIN Certificate* and the Latest *Tax Compliance Certificate*.
- Proof of registration with the National Supplier Database (NSD) for Uganda.
- Evidence of Financial Capacity to Implement the Work: 3 Years' Audited Financial Statements
- Provide ISO & Industry Certification in compliance with applicable Local and Industry standards
- Provide *HSE Policy, Travel Management Policy* and Overview of Existing *Expense Management System*

Interested Companies that meet the minimum requirements and have the capability to provide the services listed above, should express their interest by sending together with the listed documents, an email to eacop.eits@se.com (not exceeding 20Mbs).

All documents must be submitted in English language with the reference number as the subject by:

16 AUG 2023, 5:00pm. East African Time (EAT)

CONTRACTOR reserves the right not to consider companies that submit an incomplete dossier!

Note: Only pre-qualified companies will receive an invitation to submit their bid in furtherance of the Call For Tender (CFT) Process.