



## ELIMINATION 8

ANGOLA • BOTSWANA • MOZAMBIQUE • NAMIBIA  
SOUTH AFRICA • SWAZILAND • ZAMBIA • ZIMBABWE

### PROCUREMENT NOTICE

## FRAMEWORK CONTRACT FOR PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE SOUTHERN AFRICA MALARIA ELIMINATION EIGHT INITIATIVE SECRETARIAT

### REQUEST FOR PROPOSAL

|                             |   |
|-----------------------------|---|
| <b>Procurement Process:</b> | RFP - Request for Proposal  |
| <b>Organisation:</b>        | Southern Africa Malaria Elimination Eight Initiative Secretariat, Windhoek, Namibia |
| <b>RFP Title:</b>           | Provision of Travel Management Services   |
| <b>RFP No.:</b>             | E8-TA-01-2016   |
| <b>Date of Issue:</b>       | 16 December 2016  |
| <b>Closing Date:</b>        | 24 January 2017   |

The Southern Africa Malaria Elimination Eight Initiative Eight Secretariat (E8 Secretariat) is seeking proposals from qualified suppliers to submit proposals for the purpose of providing travel management services to Global Fund employees as follows:

#### Travel Management Services

1. The activities of the E8 Secretariat are regionally based and the staff members need to travel accordingly. **Travel Management**, as referred to in this assignment, applies to all movements or journey of E8 secretariat staff and counterparts from one place to another for official business purposes, both international and domestic. This travel includes both air and ground transport. These official purposes include, but need not be limited, to the following:
  - a. Official missions, meetings and various national and international events;
  - b. Travel for interviews for candidates;
  - c. Travel on appointment and repatriation of staff and family members;
  - d. Visits to project sites, by either E8 Secretariat staff or counterparts, or other entities involved in execution of various E8 Secretariat undertakings; and

- e. Accommodation and Car hire/rental services.
2. The Request for Proposal is open to all companies/firms with legal entity status in the SADC region, IATA accreditation and experience in a similar undertaking as those required in the RFP.
3. The closing time and date for submission of Proposals at the address indicated in the Prequalification Document is **14:30hrs local time on 24 January 2017**. Applications received after this time and date, or submitted otherwise than indicated in the Request for Proposal may not be considered and may be returned unopened.
4. Companies or firms may seek clarification or/and additional information concerning this RFP by sending an email to [procurement@elimination8.org](mailto:procurement@elimination8.org) by **16:30hrs on 24 January 2017**.
5. Companies or firms should register their interest by sending an email to [procurement@elimination8.org](mailto:procurement@elimination8.org) referencing the **RFP No. E8-TA-01-2016** in the subject line. More information on the above can be found in the Request for Proposals at the link below.

**ATTACHMENT (Link updated)**

<https://www.dropbox.com/sh/z3xnr6nzs0lxv3t/AADcxx5nXHtRmDffgtg2rs3Ga?dl=0>