



## **Procurement Notice: Travel Management Center Services**

The Contracting Office, U.S. Embassy Jakarta, is soliciting for companies to provide travel management center services. The work services will include among others, flight tickets (domestic & international), car rental, hotel bookings, and courier services. All firms interested in being included in this contract must be technically qualified and financially responsible to perform the work. At a minimum, each offeror must meet the following requirements when submitting their proposal:

- Excellent communication & fluent in *written and spoken English*;
- Have an established business with a permanent address in Jakarta, telephone listing, email, fax, company's website.
- Must possess the *Global Distribution System* and a reliable working online booking system.
- Must have an excellent network in the travel industries such as, but not limited to, airlines, hotels, vehicle rentals, and chartered flights in the region & worldwide.
- Must have an excellent network with local agents and international agents
- Must have an official membership with International Air Transport Association (IATA)
- Must have all licenses and permits required by local law
- Must have the necessary professional personnel, equipment and financial resources available to perform the work;
- The firm and its employees must have excellent performance records with no adverse civil or criminal record.

**Any firms interested in this upcoming project should send a written request in order to be included in the bidding to the Procurement and Contracting Unit via email: [JakartaPCU@State.Gov](mailto:JakartaPCU@State.Gov) with the subject "TMC Contract" (Max. 5 MB file size) no later than *December 2<sup>nd</sup>, 2014 at 12:01 PM WIB.***

For more info please visit our website:

<http://jakarta.usembassy.gov/bidding.html>