

Call for Expression of Interest for Travel and Flight Booking Support

Background

EngageMedia uses the power of video, the Internet, and open technologies to create social and environmental change. We harness old and new media to assist changemakers to challenge social injustice and environmental damage. Our key activity areas are [video for change](#), [open and secure technology](#), and [digital rights](#).

EngageMedia is seeking reliable and experienced travel agencies to provide efficient, cost-effective, and ethically responsible travel management services for its decentralized team operating globally.

Required services

This framework contract requires the engagement of a reliable travel and flight booking service provider for the following major tasks:

1. Provide travel booking assistance for EngageMedia personnel, consultants, event participants, and other-traveling individuals covered by EngageMedia's travel policy
2. Provide services and assistance during travel rebooking, travel refunds, and cancellations.
3. Provide information as to the travel and flight cancellations and any updates related to the principal booking.
4. Provide summary of all the travel bookings commissioned by EngageMedia within the entire duration of the framework contract

Minimum eligibility requirements

- Updated company profile with information as to number of years of

- experience/operations and description of travel services/products offered.
- List of clients from international organisations and non-for-profit organisations like EngageMedia.
- Commercial and technical viability information
 - Average annual turnover (revenue) for the last three financial years
 - Current number of employees
- Government registration or permits
- Accreditation and memberships (local and international)

Application process

Email EngageMedia at invoices@engagemedia.org for the detailed Terms of Reference and/or for inquiries related to this tender.

Submission of EOI and Eligibility requirements

Interested bidders must submit their Letter of Expression of Interest (EOI) and the minimum eligibility requirements via email to: invoices@engagemedia.org

With the following inscription/label as follows:
EOI and Eligibility Docs: Travel and flight booking support

Deadline for Submission

On or before 15 January 2025 (not later than 7:00 P.M Australia time).