



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

**INVITATION TO SUBMIT EXPRESSION OF INTEREST
Air Ticketing, Official Travel Agent for IOM Greece**

Ref No. 3256

5 March 2018

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of ongoing projects of IOM, the Bids Evaluation and Awards Committee (“BEAC”) of IOM Greece now invites interested companies / travel agencies to submit their Expression of Interest along with the requested documents to pre-qualify and participate in the bidding process for the establishment of a Service Agreement for a period of 1 (one) year with a possibility of extension for the provision of **Air Ticketing Services**.

The Expression of Interest and all required pre-qualification documents shall be received in a sealed envelope of one original and one duplicate copy by hand or through mail courier to IOM at 6, Dodekanisou Str., Alimos, 17456, Athens, Greece on or before **26 March 2018, 13:00 hours, local time**. No late submission shall be accepted.

Required annexes & supporting documents:

[Annex 1 - Application Letter](#)

[Annex 2 - Vendor Information Sheet \(VIS\) & documents included](#)

[Annex 3 - List of Similar Projects Implemented](#)

[Annex 4 - Banking Information Form](#)

A complete set of Bidding Documents will be sent to the email address of companies which will be pre-qualified to submit bids for this requirement. Only shortlisted companies will be invited to submit proposals.

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression at any time, without thereby incurring any liability to the affected companies.

International Organization for Migration – Office in Greece

Attn: Bids Evaluation and Awards Committee

6, Dodekanisou str. , Alimos, Athens, 17456, Greece

iomathensprocurement@iom.int