



# EXPRESSION OF INTEREST CALL (EOI)

United Mission to Nepal Medical and Development Trust (UMN MDT) is a public trust which aims to enable the poorest people living in poverty to transform their lives, leading towards fullness of life. UMN MDT is currently leading Local Capacity for Peace (LCP) project with its network organisations members from India, Pakistan, Bangladesh, and Nepal.

UMN MDT is currently seeking Expressions of Interest (EOI) from qualified and experienced Travel Agents – Service Providers who formally express their interest in the provision of travel agent services that include organising international meetings and workshops, booking airline tickets for both local and international travels for its network member organisations staff.

## Expression of Interest Requirements:

- A Letter of Interest (cover letter) explaining why your agency is the most suitable service provider.
- International Event Management cost for the countries. Please include this in the letter of interest.
- A brief summary of your agency's relevant experience in similar work.
- Any additional supporting documents or references.

## Services requirements for:

### A Organising workshops and meetings

- Three to six events occur in a year with around 25 to 35 participants per event.

The international events may take place in any of the following countries. (Note: sometimes event might need to organise beyond these following countries.)

- Bangkok    ➤ Bangladesh    ➤ Cambodia
- Malaysia    ➤ Sri Lanka    ➤ Vietnam

### B Ticketing and Visa processing

- Arranging national and international tickets and facilitating visa processing for participants

We encourage all interested and experienced Travel Agents who can provide the above services to submit their Expression of Interest (EOI). Please highlight any facilities your agency can offer to UMN MDT. Please note that the Travel Agent should be event organiser, please also list out your service charge rates in the EOI.

The EOI should be submitted to UMN MDT no later than **15 February 2024**. Submission should be sent to [procurement@umn.org.np](mailto:procurement@umn.org.np)

You can download ToR from: [www.umn.org.np/tor-travel](http://www.umn.org.np/tor-travel)

**Only short-listed companies/agencies will be contacted for further process.**