

EOI: 05/2018

EXPRESSION OF INTEREST FOR THE ESTABLISHMENT OF A TRAVEL AGENTS LIST FOR THE MALTA MEDICINES AUTHORITY

Date Published: 20 December 2018

Closing Date: 31 January 2019

Free of charge

Important:

Clarifications shall be made to the Malta Medicines Authority in email address as per below

INSTRUCTIONS TO AGENTS

1. Aim of Expression of Interest

The aim of this Expression of Interest (EOI) is to identify/engage the services of competent traveling agencies that could provide and facilitate the provision of travel arrangement mostly to airline ticketing, but may also include hotel accommodation and related services to all Malta Medicines Authority (MMA) employees and its appointed experts attending official business/training for and/ or on behalf of the MMA, within and outside Europe.

The interested travel agencies will be contacted required to submit their quotations whenever travel arrangements are required.

Agencies are to note that the sole award criterion will be the price. An agency will only be contacted back if the quote given is the cheapest price.

2. EOI Conditions

- a) Travel agency it to be International Air Transport Association (IATA) accredited (certificate should be presented).
- b) Employs competent, experienced and IATA certification travel consultants, especially in ticketing and fare computations.
- c) Travel agency shall provide travel services at least from 07:30hrs to 18:00hrs during working days and are expected to reply on travel.medicinesauthority@gov.mt within 24:00hrs from request.
- d) Travel agency shall also provide travel services during weekends, public holidays and after hours and are expected to reply on travel.medicinesauthority@gov.mt within 24:00hrs from request.
- e) In addition, travel agents shall provide a 24 hour a day “emergency” contact number where emergency travel service is required.
- f) If a quotation is requested and no reply is received for three (3) consecutive requests, the respective travel agency records may be deleted from the MMA list.

- g) Much of the official travel must be organised on short notice, thereby placing a premium on efficiency and rapid communication in handling all travel related matters. The travel agency shall also be required to devote at least one (1) personnel providing dedicated services to the travel needs of the MMA.
- h) Travel agencies shall only act on travel requests for official travel submitted by the identified responsible staff of the MMA.
- i) For all travel requests, the travel agency shall make the provisional bookings, prepare appropriate itineraries of possible quotes and formal quotations based on the lowest fare and the most direct and convenient routing.
- j) Travel agencies are to make sure that all re-imbusement of flight cancellations is processed through the respective airlines.

3. Additional information

The credit period in which the MMA usually affects payment is 30 days from submission of invoice by the respective travel agency.

The MMAs travel requirements are approximately of 120 travel arrangements per annum (number based on travel arrangements for the year 2018).

Agencies may submit questions in writing to the MMA by sending an email to travel.medicinesauthority@gov.mt by one day before the closing date of the EOI.

Agencies who may wish to express their interest are to fill form 1 (below) and submit a scanned copy of the form and of the IATA accreditation to travel.medicinesauthority@gov.mt

Previous suppliers need to resubmit their intention to remain on the Medicines Authority travel list.

Form 1 – DETAILS OF AGENCY

Name of Agency:	
Address:	
Email Address:	
Tel. no:	
Emergency no.:	
VAT Registration no.:	
Name of Authorised Representative/ Position Held:	
ID. Card no.:	

Signature

Date

(Authorised Representative)