



Request for Expression of Interest (EOI)

Subject: Conference Travel Agency Services for the Bonn Climate Change Conference November 2017

The UNFCCC secretariat invites conference travel agencies and related service providers to advertise, on <unfccc.int>, their services in assisting participants in the 2017 Bonn Climate Change Conference to book accommodation.

The UNFCCC secretariat will organize the Climate Change Conference from 6 to 17 Nov 2017 in Bonn, Germany. Pre-sessional consultations will commence in the week of 30 October 2017. Several thousand participants are expected to attend the conference. Participants include delegates from the 197 state Parties to the Convention, observers from United Nations and other intergovernmental organizations as well as non-governmental organizations from all sectors of civil society world-wide: the youth, indigenous people, research and science, business associations, etc., and, finally, press and media representatives. In addition, it is estimated that another several thousand may come to Bonn on the occasion of the conference, but without attending the negotiations.

Participants will require support in securing accommodation in hotels of all categories, but also in guest houses, private accommodation, etc., for all or part of the conference period, within commuting distance by public transportation from the conference venue, the World Conference Centre Bonn.

The secretariat has created a web page on <unfccc.int> dedicated to the Bonn Climate Change Conference November 2017, which is visited by delegations and individuals who are planning their participation. On that web page, the secretariat, among other information, lists travel agencies and related service providers who are able to offer suitable accommodation at reasonable rates.

Such agencies will need to:

- be able to offer a contingent of no less than 400 beds in the conference period 6 - 17 November 2017 and in the pre-sessional period, at an average cost to the traveller of no more than EUR 130 per night (single rate, all taxes and fees included), and at an average commuting distance by public transportation from U-bahn stop Heussallee/new train stop "UN-Campus" in Bonn of no more than 45 minutes;
- be able to offer at least 100 of these beds at a cost to the traveller of no more than EUR 80 and with the same maximum limit on the average commuting distance, and to distribute them exclusively to certain groups of participants defined by the secretariat;
- oblige itself not to change the rates in the lead-up to and during the conference;
- report to the secretariat on the status of beds available and their average rate on monthly basis;
- to demonstrate at least five years of experience in providing such services to previous large events and/or conferences;



All services offered by the travel agency or related service provider must be at no cost to the secretariat. All action by the travel agency or related service provider is at its own entrepreneurial risk, the secretariat will provide no financial or other guarantees.

Interested travel agencies or related service providers are invited to submit documentation demonstrating their ability to meet the above criteria, including other relevant company information, to Secretariat@unfccc.int. This call for expressions of interest is open-ended, the secretariat reserves the right to amend or terminate the call at any time.

Upon validation that the interested agency/service provider is qualified, the secretariat will provide the agency/service provider with additional information and clarifications as necessary, and post a link on <unfccc.int> to the agency's/service provider's website containing information dedicated to the Bonn Climate Change Conference November 2017 and/or details for direct contacting.

Date of this EOI:	22/12/2016
Closing Date for Receipt of EOI:	N/A
EOI by email for the Attention of:	Chief, Procurement and General Services Unit
E-Mail Address:	Secretariat@unfccc.int