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**Embassy Travel Services - Registration of Interest**

## EMBASSY TRAVEL SERVICES - REGISTRATION OF INTEREST



15 August 2018

### CALL FOR REGISTRATION OF INTEREST FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES

**\*Call for Registration of Interest now closed\***

The Australian Embassy Washington DC (The Embassy) is seeking Registrations of Interest (ROI) from Travel Management Companies (TMC) that can provide the Embassy with a travel management solution that has the capability to expand services to Australia's wider diplomatic missions throughout North and South America.

The Embassy is open to registrations from small, medium and large TMCs that will be able to service travel requirements for staff based in the United States and that have the ability to meet the broader scope of location requirements in future.

The Embassy is looking for potential options to outsource some or all of its current services relating to travel for its officers, including options for the use of an online booking tool.

Interested parties are required to email [travel.washington@dfat.gov.au](mailto:travel.washington@dfat.gov.au) (<mailto:travel.washington@dfat.gov.au?subject=ROI%20Provision%20of%20Travel%20Management%20Services>) with the following information:

- Organisation name
- Nominated contact person's details (name, phone, email)
- Organisation address
- Link to website (if applicable)

The Registration of Interest will close on 14 SEPTEMBER 2018.

The Embassy intends to release a Request for Proposal to registered parties following the ROI Closing Date, further outlining requirements and the Embassy's travel information.

## BACKGROUND

The Embassy has an average expenditure of approximately US\$8-8.5million per annum, covering both Domestic (US) and International air travel, rental vehicles, trains and accommodation.

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