



**SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER  
- SELEC -**

SLC\_20230831/2\_MEMO

31.08.2023

**ANNOUNCEMENT**

***Travel agencies***

**Introduction**

The contracting authority is the Southeast European Law Enforcement Center (SELEC), a law enforcement international organization located in Bucharest/Romania, 13 September Avenue, No. 1-5, Palace of Parliament, 10<sup>th</sup> Floor, Phone: +40.21.303 6009, Fax: +40.21.303 607, www.selec.org.

Southeast European Law Enforcement Center, as Beneficiary, is launching a three offers method procedure, in accordance with its Financial Rules and Regulations, in order to contract travel agency's services, namely flight tickets issuance and related matters, accommodation, insurance(s), a/o

The selection procedure will be done on the general principles of effective competition, the interests of SELEC, technical compatibility and/or best price, fairness, integrity and transparency.

**Evaluation criteria:** technical compatibility and / or the best price, according to this order.

Please note that incomplete offers, offers received after the deadline and/or offers in other language than English shall not be taken into consideration.

**Specifications:**

The offer (the bid) shall address the following matters:

- Availability
- Commission
- Reference to the charges for changes
- Assistance with the online check-in
- Assistance with boarding-related issues
- Experience
- Flexibility and adaptability
- Diversity of services provided (tickets, accommodation, insurances, etc)
- Assigned contact person
- Invoicing in lei, Euro, USD.

**Documents to be submitted by e-mail:**

- Written offer, in English, providing details about the issues mentioned above, at Specifications. The offer shall be dated, signed and stamped;
- Certificate of registration of the Service Provider;
- Portfolio.

**Important note for e-mail submissions:**

Please mention in the subject line "Travel agency".

Our system will not accept e-mails that have more than 10 MB. If required, segregate your e-mails to accommodate e-mail data restrictions. For segregated e-mails please use sequence of emails like E-mail 1, E-mail 2, etc in the subject line.

For attachment purposes please only use MS Word, Excel, Power Point, jpeg and PDF formats.

**Miscellaneous:**

All bidders shall be announced in due time about the outcome of the selection.

All the information collected in relation to this acquisition shall only be used for this purpose and treated confidential.

No costs in relation to this acquisition procedure shall be incurred to SELEC.

**Deadline:** please submit your bid, in English, by e-mail, to [secretariat@selec.org](mailto:secretariat@selec.org) until **15 of September 2023 (COB)**.

Should you require any further information, please contact SELEC at telephone no. +40.21.303.6009, or by e-mail at the following address: [secretariat@selec.org](mailto:secretariat@selec.org).