



# TENDER

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### **DBMNE0381 PROVISION OF BUSINESS TRAVEL MANAGEMENT SERVICES**

#### **SCOPE OF WORK:**

Debmarine Namibia seeks the service of an experienced service provider to provide dedicated Business Travel Management Services. Debmarine Namibia has a high volume of active travelling employees, who travel to local, regional and international destinations. The services will be rendered to the Debmarine Namibia fleet of vessels and shorebased employees and contractors.

The service provider will be required to:

1. Provide dedicated travel consultant/s
2. A 24/7 travel consultant on call to deal with any emergencies
3. Air travel reservations
4. Accommodation reservations
5. Car rental, bus and transfer reservations
6. Account Management and risk assessment
7. Processing/management of air ticket refunds
8. Assisting with passport and visa requirements
9. Negotiate corporate rates and agreements with suppliers
10. Fully integrated technology with airline online booking systems

#### **DOCUMENTS TO SUBMIT:**

Prospective Tenders should be a registered member of the ANTA.  
A site visit/presentation can be expected for shortlisted companies.

#### **CLOSING DATE FOR COLLECTION OF TENDER DOCUMENTATION:**

Registered companies interested in providing such services are requested to obtain a tender document with Reference Number DBMNE0381, Provision of Business Travel Management Services by **5 February 2021 at 12h00**. Tender documents should be requested from **DBMntenders@debeersgroup.com** in accordance with the date and time indicated above.

#### **ELECTRONIC SUBMISSION:**

Email Address – DBMntenders@debeersgroup.com  
Subject – DBMNE0381 - Provision of Business Travel Management Services  
File Type – Submissions to be in PDF

#### **ENQUIRIES:**

The Procurement Officer  
Tel: +264 61 297 8460  
Email: **DBMntenders@debeersgroup.com**  
Specify the Reference Number DBMNE0381- Provision of Business Travel Management Services

#### **DISCLAIMER:**

Debmarine Namibia shall not be responsible for any costs incurred in the preparation and submission of a response to this tender and furthermore reserves the right not to extend this tender into any future tenders, negotiations and or engagements.

Debmarine Namibia shall not accept submissions rendered after the closing date and time.