

## CEE Bankwatch Network

Prague, January 11<sup>th</sup> 2008

### Procurement Notice No. 6/2008

***An agent is sought for travel arrangements for CEE Bankwatch Network in 2008.***

The Notice refers to **services** to be procured from a travel agent based in an EU country.

Specifically, the travel agent selected and engaged will be responsible for the following:

- Providing upon request travel options, and booking and buying travel tickets and accommodation

Travel agent profile: A travel agent is required with the following attributes:

- At least 3 years relevant experience in the field;
- The ability to communicate in English to the highest standard.

Submission Requirements: Responses to the notification (not exceeding 3 pages, excluding CVs) are to be submitted in English by email to [main\(at\)bankwatch.org](mailto:main(at)bankwatch.org) no later than the closing date.

Submission of a tender implies acceptance of the terms and conditions set out in the draft contract. The contract will not exclude the possibility of Bankwatch to acquire these services through other means. The contract is made for the period February – December 2008. The contract can be extended, provided that the results of the work and services are satisfactory.

The **closing date** for the submission of tenders is **January 31<sup>st</sup> 2008**, end of business day, Central and Eastern European time.