



UNITED NATIONS  
UNIVERSITY

## **EXPRESSION OF INTEREST**

### **REQUEST FOR PROPOSAL (RFP) FOR PROVISION OF TRAVEL AND RELATED SERVICES FOR THE UNITED NATIONS UNIVERSITY HEADQUARTERS IN TOKYO, JAPAN**

The United Nations University (“UNU”) will be inviting experienced and professional travel agencies to submit a Request for Proposal (RFP) to bid for a contract for travel and related services for the UNU headquarters in Tokyo, Japan.

Interested parties are requested to submit a letter expressing your interest to participate in the above RFP and indicating your company’s name and contact details by fax or e-mail to the following not later than 13 November, 2009:

The Procurement Officer  
United Nations University  
Fax: +603 2092 2592 (Kuala Lumpur)  
Email: [lee@unu.edu](mailto:lee@unu.edu)

The terms of reference for the RFP can be downloaded from  
<http://www.unu.edu/hq/procurement/>

Note: This Expression of Interest (EOI) does not constitute a solicitation. The UNU reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Submitting a reply to an EOI does not automatically guarantee that your company will be considered for receipt of the solicitation documents when issued.