



EMBASSY OF THE REPUBLIC OF KENYA

PREQUALIFICATION OF TRAVEL AGENTS

The Embassy of the Republic of Kenya in Stockholm is looking for travel agents meeting the following criteria, to provide Air Travel Agency Services:

- Locally registered (In Sweden)
- Physical office within Stockholm
- Able to provide tickets and issue invoices later with a payment period of 30days
- Registered with IATA (International Air Transport Association)
- Should have previous experience issuing tickets to Embassies and International Organisations
- Able to provide the cost of flight route (Itinerary) before confirmation
- Able to advice on the most effective and direct route
- Able to provide booking on short notice - to issue tickets, reissue, and make amendments on booking as requested.
- Able to inform the Embassy on available discounted rates
- Able to provide multiple options on different airlines
- Able to provide invoices indicating a breakdown of total cost to reflect the taxes levied.

Interested Travel Agencies should submit their bids with a written attestation that they meet the above criteria and must include copies of the following documents:

- Certificate of Registration
- Physical address
- Proof of registration with IATA

Bids should be submitted to procurement@kenyaembassy.se on or before 30th December 2022