



***Expression of Interest for the provision of
Travel Agency Services***

DESCRIPTION:

TotalEnergies EP Namibia is looking for experienced Service Provider to provide Travel Agency services.

SCOPE OF WORK:

The requirements include, but are not limited to:

- Domestic and international flight bookings
- Domestic and international car rentals
- Domestic and international hotel bookings

PREREQUISITES:

To qualify for participation in this Expression of Interest process, prospective Service Providers must demonstrate a proven track record in delivering such services and hold certification that meets international, regional, or national quality standards.

- Only companies that are registered in Namibia are eligible to this Expression of Interest.
- Only companies who have travel agency as their primary core function listed in their founding statements are eligible for this Expression of Interest.

DOCUMENTS TO BE SUBMITTED:

1. A detailed company profile, including an organizational chart.
2. 3 References of current corporate clients

CLOSING DATE: 2nd of June 2025 at 15h00, by electronic submission.

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

ELECTRONIC SUBMISSION OF DOCUMENTS:

- o Email: ep-teeepna-cp@totalenergies.com
- o Subject: TEEPNA **Expression of Interest for Travel Agency Services**
- o File Type: Submissions to be in PDF and native format

DISCLAIMER:

TotalEnergies EP Namibia shall not be responsible for any costs incurred in the preparation and submission of a response to this Expression of Interest.