



MINISTRY OF COMMERCE & INDUSTRY
PROJECT IMPLEMENTATION UNIT (PIU)
PROGRAM FOR ADVANCING YOUTH ENTREPRENEURSHIP AND INVESTMENT (PAYEI)
YOUTH ENTREPRENEURSHIP AND INVESTMENT BANK (YEIB)
INVITATION FOR EXPRESSION OF INTEREST (EOI)
Registration of Travel and Air Ticketing Service Providers

Financing Agreement reference: **2100150043943**

Project ID No.: **P-LR-HB0-003**

Reference No. **LR-YEIB-001**

Issue Date: **August 21, 2026**

End Date: **September 4, 2026**

1. INTRODUCTION

The Government of Liberia has received financing from the African Development Bank (AfDB) toward the implementation of the Program for Advancing Youth Entrepreneurship and Investment (PAYEI) and intends to apply part of the proceeds toward the procurement of travel and air ticketing services for project implementation.

The Project Implementation Unit (PIU) of the Ministry of Commerce and Industry hereby invites qualified and experienced travel agencies and air ticketing firms to express their interest in being registered in the project's Travel and Air Ticketing Service Providers Database.

The database will serve as the pool from which qualified firms will be invited to participate in Request for Quotations (RFQs) on an as-needed basis.

Registration in the database does not constitute a contract award or guarantee that a firm will be invited for every procurement opportunity.

2. OBJECTIVE

The objective of this exercise is to establish a database of competent travel agencies capable of providing efficient, timely, reliable, and cost-effective travel and ticketing services in support of the implementation of the PAYEI Project.

3. SCOPE OF SERVICES

Successful firms may be invited to provide one or more of the following services:

Air Ticketing Services

- Domestic air ticket reservations and issuance
- International air ticket reservations and issuance
- One-way, round-trip, and multi-city itineraries
- Economy, Premium Economy, Business, and First-Class bookings
- Last-minute and emergency travel bookings

Travel Management Services

- Flight reservations and itinerary planning
- Fare comparison and identification of the most economical routes

- Ticket revalidation and reissuance
- Ticket cancellation and refund processing
- Flight changes and schedule adjustments
- Airline check-in assistance where applicable

Travel Advisory Services

- Advice on the most cost-effective travel options
- Visa advisory services
- Travel insurance facilitation
- Information on airline policies and baggage allowances
- Travel advisories and destination requirements

Group Travel Arrangements

- Booking for workshops and conferences
- Delegation travel arrangements
- Government missions
- International meetings
- Study tours and exposure visits

Reporting Services

Successful firms shall, when required, provide:

- Travel itineraries
- E-tickets
- Cost breakdowns
- Monthly travel summaries
- Flight utilization reports
- Supporting documentation for payment processing

4. MINIMUM ELIGIBILITY REQUIREMENTS

Interested firms shall demonstrate that they possess:

- Valid Business Registration Certificate
- Valid Tax Clearance Certificate
- PPCC Registration
- Accreditation or authorization to operate as a travel agency
- At least three (3) years of experience in providing travel management and ticketing services
- Experienced travel consultants and reservation staff
- Capacity to issue tickets electronically and respond to urgent travel requests
- Proven experience handling government, donor-funded, or corporate travel assignments
- Evidence of similar assignments successfully completed
- Contact details of at least three (3) client references

5. INFORMATION TO BE SUBMITTED

Interested firms should submit the following:

- Letter expressing interest
- Company profile
- Copies of legal registration documents
- Tax Clearance Certificate
- PPCC Registration
- Organizational structure
- List of key professional staff
- Description of booking systems and reservation platforms
- List of major clients
- Evidence of similar assignments
- References

- Contact information

6. SELECTION PROCESS

Following the review of Expressions of Interest, the PIU will establish a database of qualified service providers.

Whenever travel services are required, Request for Quotations (RFQs) will be issued to firms selected from this database, taking into consideration:

- Availability of flights
- Ability to meet required travel schedules
- Competitive airfare
- Quality and responsiveness of service
- Experience and past performance
- Compliance with travel requirements
- Value for money

The PIU reserves the right to invite additional firms where necessary to ensure adequate competition.

7. DURATION OF THE REGISTRATION

The database shall remain valid for the duration of the PAYEI Project, subject to periodic review and updating based on performance and continued eligibility.

The PIU reserves the right to suspend or remove firms that fail to meet required service standards or contractual obligations.

8. SUBMISSION OF EXPRESSION OF INTEREST

Interested firms should submit their Expressions of Interest by 4th September 2026 @ 1700 hours (GMT) through email with the subject:

"Expression of Interest – Travel and Air Ticketing Services Providers Database"

and addressed to:

The Project Coordinator
Project Implementation Unit (PIU)
Ministry of Commerce & Industry
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