



**Expression of Interest (EOI)**  
**Booking and Travel Services – Sanremo, Italy**  
**Issued by: International Institute of Humanitarian Law (IIHL)**

**1. Background**

The **International Institute of Humanitarian Law (IIHL)**, based in Sanremo, Italy, is a renowned independent, non-profit organization dedicated to the promotion of international humanitarian law, refugee law, migration law, and related fields. The Institute organizes various international workshops and events throughout the year, requiring efficient and professional travel support for participants, facilitators, and its personnel.

**2. Purpose**

The purpose of this expression of interest is for the IIHL to identify qualified travel agencies capable of providing comprehensive travel management services for participants, facilitators, and its personnel. Selected agencies may be invited to participate in a subsequent procurement process and enter into a framework agreement.

**3. Scope of Services**

The travel agency should be able to provide the following services:

- Reservation and issuance of air tickets for international travel;
- Provision of competitive airfare options, including group bookings and flexible fare conditions;
- Arrangement of airport transfers for travel outside of Italy when required;
- Support outside office hours when required;
- Ability to handle travel requests on short notice;
- Submission of monthly invoices with detailed travel records;
- Flexibility to receive payments within 90 days when required.

**4. Requirements**

Interested travel agencies should submit the following:

- A company profile including years of operation and relevant experience
- Evidence of registration and IATA accreditation (if applicable)
- Description of services offered and geographic coverage
- Information on booking platforms or technology used
- List of key clients, especially NGOs or international organizations (references may be requested)
- Proposed fee structure or service charges
- Contact details of a dedicated focal point

## **5. Submission Details**

Please submit your Expression of Interest in English or Italian via email to: [admission.unit@iihl.org](mailto:admission.unit@iihl.org)

**Subject Line:** *EOI – Booking and Travel Services – IIHL Sanremo*

**Deadline for Submission:** **August 18, 2025**