



REQUEST FOR INFORMATION

TRAVEL RELATED SERVICES

GCC-RFI-19-001

Guam Community College wishes to establish a pool of travel agencies in which GCC can solicit air-fare quotations as needed for all business travel for the College.

The following items must be included with your submission:

- 1.) Letter of Interest
- 2.) Current Guam Business License
- 3.) List of Travel Agency Fees

Requirements:

- 1.) Lowest economy class airfare (restricted)
- 2.) 3 price quotations for different routes / airlines (quotes must include relevant taxes / fees)
- 3.) Commit to a 7 day timeframe for ticket purchase date (from the date the quote is provided)

Terms: One (1) year with an option to renew one (1) additional year

Please note that once a list of travel agencies is established the quotations will be requested on a rotational basis giving all travel agencies an opportunity to provide quotations to the College.

Requested information must be submitted in a sealed envelope by 5 p.m., Monday, November 12, 2018 to the Materials Management Office, Room 2105 in the Student Services and Administration Building (Building 2000)

If you have additional questions, please email: materialsmanagement@guamcc.edu or call 735-5540/5542, or fax to 734-5238.