**REQUEST FOR INFORMATION**

TRAVEL RELATED SERVICES

GCC-RFI-24-001

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 and completed W9 form (see attached)
3. List of Travel Agency Fees
4. Name of Travel Agency and contact information to include the following: Mailing Address, street address, phone numbers, and email address

Requirements:

1. Lowest economy class airfare (restricted)
2. 3 price quotations for different routes / airlines (quotes must include relevant taxes / fees, *must provide within three (3) days from date of request)*
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 to the Materials Management Office, Room 2105 in the Student Services and Administration Building (Building 2000) or may be sent via email to [materialsmanagement@guamcc.edu](mailto:materialsmanagement@guamcc.edu) by 5 p.m., Friday, March 22, 2024.

If you have additional questions, please email: [materialsmanagement@guamcc.edu](mailto:materialsmanagement@guamcc.edu) or call 735-5540, or fax to 734-5238.