



MINISTRY OF FOREIGN AFFAIRS
OF DENMARK



LOGISTIC SERVICES TO DELIVER HIGH-QUALITY SUPPORT IN ORGANIZING AND MANAGING INTERNATIONAL TRAVEL ARRANGEMENTS FOR EUACI

Deadline for applications: 18 September 2025, at 14:00, Danish time

Description

EUACI requires comprehensive travel arrangement services for international trips, covering all stages of travel management. On average, EUACI organizes approximately 25 international trips annually and anticipates a similar volume and distribution during the contract period.

The Objective is to select a logistics services company capable of delivering high-quality support in organizing and managing international travel arrangements for EUACI staff and partners.

Services required include but are not limited to the following:

Planning International Travel Options

- Identify and recommend optimal travel options for international trips using rail, bus, flights, or their combination, ensuring suitability for participants traveling from/to Ukraine.
- Purchase round-trip international tickets and/or arrange transportation for individual and group trips.
- Ensure seamless coordination of travel schedules with planned activities for participants in destination countries.

Accommodation Booking

- Identify and secure suitable accommodation options for participants in destination countries, ensuring safety, hygiene, and comfort standards are met.

Local Transportation Abroad

- Arrange intra-destination transportation, such as bus rentals, for participants in the destination country.
- Provide safe, reliable, and comfortable transport solutions for group travel within the destination.

Advisory Support and Assistance

- Conduct pre-departure briefings for participants, providing essential travel information, including border crossing requirements, local customs and regulations, emergency procedures, and important contacts.
- Offer continuous support and assistance to participants during trips, including handling unforeseen and/or emergency situations.

The selected provider must demonstrate the capability to manage these tasks effectively and align with EUACI's expectations for professionalism, responsiveness, and cost-efficiency.

The duration of this assignment is estimated to be 18 months, commencing October 2025 and runs until April 2027.

The estimated value of the framework agreement is DKK 968,500 (EUR 130.000) net of VAT. The service fee to the Supplier is included in the estimated value of the framework agreement.

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Interested Consultants can request to get the instructions prepared for applicants by e-mail to the Contact person stated below

Contact point EUACI

Contact person Iryna Lazebna
Contact e-mail irylaz@um.dk

Criteria for selection

A minimum of three and a maximum of five applicants with references best suited for the assignment will be invited to submit a tender.

