

## **INTRODUCTION:**

The study financing program of the Government of Sint Maarten offers recipients several benefits. A key benefit is that Government of Sint Maarten covers the travel expenses for study financing recipients in five specific cases:

1. A one-way airline ticket to the place of study
2. A roundtrip ticket for one vacation ticket on Sint Maarten
3. Roundtrip tickets for mandatory internships
4. Roundtrips tickets for deaths or serious illness in the family
5. A one-way ticket to Sint Maarten upon completion of the study.

Recipients often requests their tickets last minutes and or tickets are urgently required. Therefore, the services of a qualified travel service provider is required to handle the travel needs of study financing recipients based on the study financing legislation and the objectives of the Ministry of Education, Culture, Youth and Sport.

## **OBJECTIVE:**

To select a travel service provider to facilitate the timely issuance of tickets for the above-mentioned purposes to study financing recipients at the cheapest possible rates

## **SCOPE OF THE SERVICE:**

- Providing travel itinerary, information and advice to study financing recipients via email, WhatsApp, etc.
- Securing travel reservations for at least 48 hours pending verification and approval by Division Study Financing
- Processing and issuing tickets based on the approved ticket requisition forms from Division Study Financing.
- Proper financial management and administration of the study financing ticket retainer fund
- Monthly financial reporting to Division Study Financing

## **PROFILE OF THE PROVIDER:**

### **All prospective bidders are required:**

- To be an established Travel Agency for at least five (5) years.
- Proven expertise and knowledge of the travel industry.
- Demonstrated experience in providing travel services and tickets to the Government of Sint Maarten.

**PAYMENT METHOD:**

Interested service providers are invited to submit their payment proposal based on one of the following options:

- Individual ticket billing: service provider will invoice and request payment for each ticket separately.
- Retainer Fund: service providers may propose a retainer fund for providing tickets over the course of the contract period. This fund will be replenished when depleted. The provider must provide a guarantee e.g.: such as an escrow account to safeguard the funds.

**SUBMISSION OF PROPOSALS:**

Interested service provider should submit a detailed proposal that includes:

- An overview of the providers experience and expertise.
- Proposed payment method with financial management guarantees for retainer fund.
- A list of key personnel who will be involved in providing the services.

Deadline for Submission: All proposals must be submitted by November 15, 2024, via email to [info@studyfinancing.sx](mailto:info@studyfinancing.sx), titled Study Financing Recipients Travel Service Provider.