November 1, 2023

**Request for Proposal (RFP) – Travel Management Company (TMC)**

**Introduction:**

SGP Purchasing Partner Network (SGP) invites qualified and experienced firms to respond to an upcoming RFP as part of the selection process for Travel Management Service. The selected firm will be permitted to sell Travel Management Services to SGP Members.

**Scope of Goods/Services**:

SGP is looking for a Travel Management Company that can offer exceptional business travel services within Canada. This TMC should offer best rates in Air, Rail, Hotel and Car travel with a reservation and approval portal, 24 hours support line, corporate reporting and evaluation. The objective of this RFP is for SGP to develop a long-term partnership with a TMC that will be able to demonstrate their ability to measurably reduce our members’ travel spend while maintaining a high level of user satisfaction.

**Participation Information:**

Companies that are interested in participating in this RFP process can express their interest by reaching out to the SGP contact below.

**Evaluation and Selection:**

SGP will issue the RFP by invitation only to prequalified suppliers. The RFP evaluation of the successful bidder will include the bidder’s stability/experience, ability to supply RFP scope of travel management services, quality of customer services, price of tickets and hotel stays, after-sales services and value adds.

**Additional Information:**

For further details please contact SGP Procurement Category Lead by Nov 17, 2023.

James Chen, Procurement Manager

James.Chen@sgpnetwork.com, 647-472-2768

**Note: Participating in the RFP process issued by SGP is not an agreement and does not provide any entitlement to any RFP participant. SGP reserves the right to cancel, amend, update, supplement or otherwise modify the RFP and make any final determination it wishes, in its sole discretion, based on market conditions and RFP results.**