



Package Title	Provision of Travel Manager Services
Package No	4610003221
Package Description	<p>Background: Woodside Energy Ltd. ('Woodside'), is issuing a Request for Information to support its assessment of the supply market for Travel Manager Services to support its Australian and overseas operations.</p> <p>General Scope of Works: Woodside Energy Ltd. requires a travel agency to perform the following functions:</p> <ul style="list-style-type: none"> • Manage all Company's offshore, domestic, and international travel bookings. This includes, but is not limited to air transportation (fixed and rotary wing, RPT and charters), ground transportation, accommodation bookings (hotel and camp) including managing booking discrepancies • Management of Company's camp accommodation bookings • Contractor may be required to perform mass movements of personnel, sometimes with minimal notice e.g. during Cyclone Season • Provide a 24-hour afterhours service which can support all aspects of the travel booking • Provide a dedicated VIP Service • Assist with obtaining and/or process any required visas or other travel documentation (as required) • Daily management of chargeback authorizations and cost allocation for services rendered through Company. Company preference is for virtual credit card • Contractor shall deliver a comprehensive global travel risk management and duty of care program to facilitate the safety and security of Company travelers in the event of a national or international incident or disaster • Maintain appropriate systems and technologies which are capable of interfacing with Company's online booking and payment tool/s, and internal systems (where required) • Contract shall provide support to the Company when developing or upgrading the Company's online booking tools. Contractor shall provide an Account Manager, dedicated solely to Services provided pursuant to the Contract. • Provide a complete, end-to-end global hotel sourcing service • Contractor will provide an automated, reliable and accurate reporting system and will provide reports as requested by Company • Have access to Company's nominated Global Distribution System (GDS), Amadeus • Have the capacity to perform travel bookings and issue tickets in all locations specified by Company (includes locations outside of Australia) • Contractor must have an office in Perth, Western Australia from which it will deliver the Services • Contractor personnel may be required to perform duties on site at Company's office as directed by Company <p>Contractor shall provide and deliver Travel Manager services in accordance with Company's specifications and any other requirements of the Contract.</p> <p>Contractors who are selected to formally participate in Company issued EOI will be required to confirm:</p> <ul style="list-style-type: none"> - Is contractor subscribed to ISNetworld which will enable Woodside to perform a detailed health, safety, and environment audit on contractor's process?



	- How would contractor create local participation and/or local employment opportunities in support of Woodside's Burrup Hub vision?
Standards	Quality Standard for Products and services - W1000SQ8474523.
Delivery Place	Perth, Western Australia
Supplier EOI Instructions	<p>Supplier(s) are invited to express interest by registering on ICN Gateway where competency and previous positive experiences of similar systems can be demonstrated.</p> <p>ICNWA will follow up on full scope registrations by email, once the full scope closing date has passed. The supplier's response to ICNWA's email will form their Expression of Interest (EOI) for this package.</p> <p>Suppliers will only be considered for Prequalification to tender if deemed suitably qualified based on criteria, including but not limited to, HSSE, Quality management, Financial standing, Onshore / Offshore and Workload availability.</p> <p>Please note this is an Expression of Interest (EOI) only, the content of this work is subject to change pending project demand and timelines.</p>
Contact	<p>All initial enquiries should be made through the Industry Capability Network Western Australia (ICNWA).</p> <p>Ray Loh Ray.Loh@icnwa.org.au +61 (0) 8 9365 7499 or Mobile +61 0435 144 578</p>
URL	For more information about Woodside Energy please refer to the Woodside Energy Ltd. website www.woodside.com.au
Full Scope EOI Closing Date	15 September 2020