Embassy of the United States of America
Seoul, Republic of Korea
General Services Office
Tel. 82-2-397-4762
Fax: 82-2-397-4744

July 2, 2026

Solicitation Number: 19KS7026Q0048
Procurement Type: Pre-solicitation

Title: Travel Management Services

Classification Code: V – Transportation, travel, & relocation services
NAICS Code: 561 – Administrative and Support Services/ 561510 – Travel Agencies

Is this a recovery and reinvestment act action: No
Response Date: N/A

Primary Contact Point:
Helen Y No
Contracting Officer
NoHY@state.gov
Phone: 82-2-397-4755
Fax: 82-2-397-4744

Secondary Contact Point

Seo, Won Young
Procurement Agent
Seowy@state.gov
Phone: 82-2-397-4762
Fax: 82-2-397-4744

Description:

Please note this solicitation is not ready to be issued as of this date. The Embassy of the United States in Seoul Korea will launch the solicitation on SAM.gov when it is available, and no paper copies will be mailed.

The Embassy of the United States in Seoul, Korea requires Travel Management Services. The contractor shall furnish managerial, administrative, and direct labor personnel to accomplish all travel management services as required in the contract. The anticipated performance is for one base period and 2 one-year periods at the option of the Government.

The resultant contract will be an I.D.I.Q. type contract. All responsible sources may submit an offer, which will be considered. The Government may award the contract based on the initial offer without discussions.
The Government is planning a pre-quotation conference and the date for this conference will be in the solicitation and plans to issue the solicitation in due course.

This opportunity is subject to 52.229-12 - Tax on Certain Foreign Procurements

All offerors must be registered in the SAM (System for Award Management) Database https://www.sam.gov prior to submitting an offer pursuant to FAR provision 52.204-7. Therefore, prospective offerors are encouraged to register prior to the submittal of quotations/proposals.

The guidelines for registration in SAM are also available at:

https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm_system=SAM

This opportunity allows for electronic responses. Please submit your offer prior to the response date and time to SeoulProposals@state.gov. It is important to make sure the submission is made in specific size and format; in MS-Word 2007/2010 or MS-Excel 2007/2010 or Adobe Acrobat (pdf) file format. The file size must not exceed 30MB. If the file size should exceed the 30MB, the submission must be made in separate files and attached to separate emails with less than 30MB each.

Place of Contract Performance:

U.S. EMBASSY Seoul
General Services Office
188, Sejongdae-ro, Jongno-gu,
Seoul, Korea, South

Sincerely,

Helen Y No
Contracting Officer