

**Date: 30.04.2023**

**Dear Sir/Madam,  
Greetings from REFORM Association**

**Subject: Request for Quotation for Travel Agency Services**

REFORM is currently seeking to contract with a **Registered Travel Agency** as part of our Youth Led Action (YLA) Project. We are looking for a Reliable Agency to Provide Us with **Flight and Hotel Accommodation** quotations for REFORM team. We kindly request that you submit your offers to us no later than **Sunday, May 7<sup>nd</sup>,2023**. As such, we would like to provide you with the following background and requirements:

**Needed Background:**

- Registered travel agencies, and if with any additional licenses and certifications based on the country they serve in.
- Experience in the travel industry.
- Advanced communication skills.
- Provide deduction at Source.
- Work efficiently within tight time frames.
- Follow up with the contact person from REFORM.

**Purpose:**

1. Book flight tickets and stays for a retreat that focuses on team-building activities like group games, problem-solving exercises, and team-building workshops.
2. Suggested Dates: last week of May or the first week of June. (4 days and 3 nights): 31/ May 2023 and 1+2+3/ June 2023
3. Suggested countries: Jordan (Wadi Ram, Aqba and Dead Sea), Cyprus and Antalya.
4. Number of participants: up to 22 persons.

**Duties of the Travel Agency:**

- Provide detailed quotations for flights and hotel accommodation for the 3 destinations.
- Provide hotel Accommodation and flights for approximately 22 participants for 4 days and 3 nights (breakfast included).
- Provide prices for both double room or single rooms.

- Arrange airport transfers and transportation during the retreat.
- Assist with visa processing and entry requirements if needed.
- Provide a detailed retreat program, including daily tours, sight-seeing and team-building activities.
- Ensure all participants have the necessary health insurance and information for personal safety.
- Provide a meeting room for a 1-day workshop with continuous coffee breaks when needed (make this price separate).
- Ensure compliance with all COVID-19 travel restrictions and protocols in the destination country.
- Provide emergency assistance and support during the retreat.

#### Other details to note:

- Winners of the bid must cover advertisement fees.
- **The Applicants must register on our procurement system E-connect using this link: REFORM (econnect.ps), and attached copy of the registration form with the offer.**
- The payment will be made after the trip within one month.
- Financial offer in **EURO vat excluded** Which include prices breakdown table.
- Please provide us with contact details of person to follow up with.
- Technical offer must be submitted in English and must include the following:
  - 1. Deduction at source and the company registration.**
  - 2. Company profile.**
  - 3. Financial and Technical offer.**

#### Submission and Evaluation:

<b><u>Criteria</u></b>	<b><u>Weight</u></b>
Financial offer	60%
Complete contact details of a person/s to whom further correspondence must be sent, including name, position, email address and phone number.	10%
retreat program, including daily tours, sight-seeing, and team-building activities.	20%
Provide assistance and support during the retreat	5%
Deduction at source and company registration	5%
<b>Total</b>	<b>100%</b>

**For Local companies the Offer should be drafted in English, signed, and/or stamped in a sealed envelope and delivered by hand to the following address:**

*The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2<sup>nd</sup> floor in Al Masyoun, Ramallah. No later than Sunday 07.05.2023 at 02:00 pm.*

**For regional companies the Offer should be drafted in English, signed, and/or stamped and send it as PDF to the following email: [rshargawi@reform.ps](mailto:rshargawi@reform.ps)**

For more information, please do not hesitate to contact us on the following contact details:

**Telefax: 02-2966645, Email: [rshargawi@reform.ps](mailto:rshargawi@reform.ps)**

Thank you for your kind cooperation,  
Sincerely yours,

