

**Date: 18.07.2024**

**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, July 28<sup>th</sup>, 2024**. As such, we would like to provide you with the following background and requirements:

**Needed Requirements:**

- Registered travel agencies with relevant licenses and certifications.
- Proven experience in the travel industry should be mentioned in the company profile.
- Source Deduction must be delivered.
- Accommodation and flights for approximately 25-27 participants for 4 days and 3 nights (all inclusive).
- Pricing for single rooms.
- Destination: Turkey (Trabzon, Marmaris, Mersin, Cappadocia).
- 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. Proposed dates: Mid-August, specifically from August 15th to 18th, 2024.
3. Suggested countries: Turkey (Trabzon, Marmaris, Mersin, Cappadocia).
4. Number of participants: up to 25- 27 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 25-27 participants for 4 days and 3 nights (All Inclusive).
- Provide prices for single rooms.
- Provide emergency assistance and support during the retreat.
- Entry and visa requirements.
- Detailed retreat program, including daily tours and activities.
- Health insurance and personal safety measures.
- A meeting room for 2 days of workshops, including continuous coffee breaks (please provide this as a separate item).
- Payment will be processed within one month after the trip.

- All prices must include VAT.
- Price for hall rental with coffee break per day for (2-3) days.
- Packages should cover the following: guide services, 2 tours, accommodation, flights, insurance, visa, hall rental, and transportation from the airport to the hotel.
- Accommodations must be in a 5-star hotel with sea views for all rooms.

**Additional Information:**

- Please include contact details of a representative for ongoing communication and support.
- The retreat will focus on team-building activities, including group games and workshops.
- Proposed dates: Mid-August, specifically from August 15th to 18th, 2024.
- Follow up with the contact person from REFORM.

**Other details to note:**

- **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 **ILS VAT Included** Which include prices per person for **both Charter and Regular trips.**
- 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 28.07.2024 at 02:00 pm.*

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

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

Thank you for your kind cooperation,

Sincerely yours,

Mona Morrar

