



REQUEST FOR TENDER

Request for Tender No: RFT/TR-IQ/1-24

From: NEF Iraq

Date: Tuesday, January 9th, 2024

Subject: Travel Company service for booking flights tickets, hotels reservation and venues, visa providing service .

The Near East Foundation Iraq office invites companies to submit sealed bids for the following items. The successful bidder shall be an independent service provider liable and able to provide all the service required specified by NEF. All arrangements will be the responsibility of the successful bidder.

The period of provision of required service would be between **January 2024**, to **January 2025**.

Specifications

s	Service Requirement	Fees of Service (IQD)	Comments
1	Flight Booking Fees		
2	Flight Cancellation Fees		
3	Hotel Booking Fees		
4	Cancellation Hotel Booking Fees		
5	Visa Issuing Fees for International Staff		
6	Visa Issuing Fees for Iraqi Staff		
7	Venue Fees		



Delivery Service: Kindly mention the estimate period time of issuing visa for national and international staff and the period of booking hotels and ticket after receiving the request from NEF

Interested bidders are to read this RFT carefully, print it, sign, and stamp all the pages and submit a quotation according to all the requirements. The deadline for submission of quotations is **Thursday, January 18th, 2024, at 15:00 (Iraq time)**. Companies that do not submit their quotation by this deadline will not be considered.

Your quotation should clearly indicate the following:

1. Currency of offer (IQD)
2. Final and best price (Inclusive of delivery)
3. Validity of the offer
4. Detailed specifications of each service

NEF may require additional missing information.

Conditions of quotation:

- Payment will be made at the end of month after receiving an invoice, in IQD with the fees of company by an international bank transfer or will pay in cash if wire transfer is not possible.
- NO ADVANCE PAYMENTS.
- Payment would be made only for the delivered and accepted service.
- The successful bidder /contractor will not change the quoted price and it will remain same for the entire period of performance of the contract that would be signed with successful bidder.
- All suppliers doing business with NEF should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure the non-exploitation of child labor, and give fair working conditions to their staff. NEF reserves the right to reject quotations provided by suppliers not meeting these standards.
- Vendors doing business with NEF will be screened before confirming an order or contract.
- All prices shall be quoted by the Bidder in **IQD**.
- Supplier Information on the quotation should include Company Name – Stamp – Address - Contact person - Contact phone number - E-mail
- NEF reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
- Shortlisted suppliers may be required to submit samples of each item. Please be sure to have all samples available at short notice and wait for a response from NEF if you have been shortlisted.



- The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the NEF will not be responsible or liable for those costs.

Submission: Please submit your quotation either by email to: procurementiraq@neareast.org
Please write **Request for Tender No: RFT/TR-IQ/1-24** in the subject line **or in person in a sealed envelope at following address; 14 Ramdan St , Al Mansoor district , Baghdad**

Bidder Representative Name

Position

Signature

Date