

Request for Quotation from Travel Agents

Centre for Policy Dialogue (CPD) is looking for proposals from experienced travel agencies to enlist them for purchasing air-ticket for a particular project. The service-provider should ideally be in a position to offer a package service that will include:

1. 20 roundtrip air-tickets (tentatively)
2. Able to upgrade ticket class and seats if required
3. Able to make alterations of the tickets if required

Scope of work for the selected travel agency:

In connection to the mentioned project CPD is planning to avail the services from the selected travel agent to purchase roundtrip air-tickets from various cities to Bangkok. **Arrival date in Bangkok is Sunday, 12 March 2023 and departure date from Bangkok is Wednesday, 15 March 2023.**

The responsibility of the selected travel agency will be to share tentative travel itineraries with best available quotation (as per requirement of CPD), purchase/issue the selected air-tickets for delegates, make alterations of the tickets if required (flight change/ seat upgrade/ upgrade class). **As the delegates will be confirming their attendance on different dates, individual air tickets will be purchased as and when required. Direct flights are preferable.** In case non-stop flights are not available, flights with one-stopover with 3 – 4 hours layover is preferable. Travel agent might require to hold the booking for 48 hours.

Tentatively we would require the following air tickets.

Round tickets	Airlines preference	Class of ticket	Price quotation per unit*
Dhaka – Bangkok – Dhaka	Thai Airways	Flexible Economy	
		Premium Economy	
New Delhi – Bangkok – New Delhi	Thai Airways	Premium Economy	
	(or better available options)		
London – Bangkok – London	(Suggest options)	Business	
		Premium Economy	
Washington D.C. – Bangkok – Washington D.C.	(Suggest options)	Business	
		Premium Economy	
New York – Bangkok – New York	(Suggest options)	Business	
		Premium Economy	

Cairo – Bangkok – Cairo	(Suggest options)	Business	
		Premium Economy	
Beijing – Bangkok – Beijing	(Suggest options)	Business	
		Premium Economy	
Paris – Bangkok – Paris	(Suggest options)	Business	
		Premium Economy	
Dakar – Bangkok – Dakar	(Suggest options)	Business	
		Premium Economy	
Dar es Salaam – Bangkok – Dar es Salaam	(Suggest options)	Business	
		Premium Economy	

Required Documents

1. Copy of trade license
2. TIN and BIN return certificate
3. Annual Tax acknowledgement receipt (latest)
4. Bank account details
5. Vendor/Organisation’s profile with relevant purchase experience

Finance-related special notes

1. All payments will be made through the bank transfer/check method in favor of the selected vendor 10 working day after the ticket purchase (subject to bill submission)
2. The selected vendor will need to submit original invoices to CPD.

Terms and Conditions:

1. CPD reserves the right to accept or reject the submitted proposal.

Evaluation criteria

The submitted proposals will be assessed based on experience and competence in service delivery and financial proposal.

Selection procedure

1. Quotation collection
2. Major document screening
3. Selection based on offered facilities and comparing financial proposals
4. Notifying the selected vendor/ travel agency
5. Agreement with selected vendor

Disclaimers

1. Any attempt to unlawfully acquire and/or persuade to get the assignment will lead to immediate rejection of the respective service-provider, and CPD may also take legal actions, if required.
2. Failure to deliver according to the terms of the contract shall subject the vendor to penalties

as will be stipulated in the final contract.

3. The selected vendor will provide a filled-in form for the Declaration of Conflict as per the procurement policy of CPD.
4. CPD will not be liable to indemnify any third party in respect for any claims, debt, damage, or demand arising out of this contract. CPD will not accept any Liability for the compensation for death, disability or hazards which may be suffered by the Supplier/Supply chain through this contract while supplying CPD, no such claims will be made against CPD.
5. If the vendor breaches any term or condition of this agreement (part or all), or the conditions set out in any given Purchase Order/Contract, including, but not limited to, quality of the Goods/Services, Price and Delivery requirements, CPD shall be entitled to immediately purchases goods/services from any other source/Suppliers, in addition to any remedy available in law or equity.
6. Selected travel agency will be duly informed.
7. CPD is an equal opportunity employer and adheres to [safeguarding policy](#).

Travel agencies are requested to drop their proposals at procurement@cpd.org.bd by 22 February 2023.

Contact

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