



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: ECF/02/2024	Date: 04-April- 2024
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

Leaders Organization kindly requests your quotation for provision of **Reservation, Ticketing Service including Visa, Local Transportation, Accommodation and Travel Insurance** as detailed in Annex 1 of this RFQ.

Please note that quotations must be submitted using Annex 2 for both Technical and Financial Offers, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Please acknowledge receipt of this RFQ by sending an email to procurement@leadersinternational.org. This will enable you to receive clarifications or updates to the RFQ.

Thank you and we look forward to receiving your quotations.

Issued by:

Operations Department
Leaders Organization

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by Leaders Organization.</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by Leaders Organization.</p> <p>Leaders Organization is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>Leaders Organization reserves the right to cancel the procurement process at any stage without any liability of any kind for Leaders Organization, upon notice to the bidders or publication of cancellation notice on Leaders Organization’s website.</p>
Offer should be addressed to	Leaders Organization/ ECF
Deadline for the submission of quotation	April 14, 2024 before 13:00
About Leaders Organization	<p>Leaders Organization, headquartered in Brussels, with local offices in Palestine, Jordan and Tunisia, is an international organization that specializes in planning, managing, and monitoring innovation and economic development interventions in developing economies.</p> <p>Through our global network of partners, Leaders Organization delivers professional project-management services with a particular focus on private-sector development, job creation, innovation, entrepreneurship, and access to markets.</p> <p>Leaders Organization manages a multi-million active portfolio of development grants and service contracts with which we aim to advance and transform developing economies while respecting the environmental, ethical, and social values of those we serve.</p>
Project Background	<p>The overall objective of Euromed Clusters Forward is to empower clusters to promote inclusive innovation and competitiveness in the South Neighbourhood region in order to enhance growth, economic diversification, sustainable development and employment. The project is conducted by a consortium of partners, led by ANIMA Investment Network (France), and including Berytech (Lebanon), Leaders Organization- (Palestine), Economic Research Forum (Egypt). This specific assignment falls under Fostering policies for clusters development and collaboration, with the aim of improving the clusters regulatory framework and the incentives of collaboration among the quintuple innovation helix stakeholders to enhance the firms’ performances and their competitiveness.</p> <p>Countries of focus: Algeria, Egypt, Jordan, Lebanon, Morocco, Palestine and Tunisia</p>
Cost of preparation of quotation	Leaders Organization shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Eligibility	<p>A vendor who will be engaged by Leaders Organization may not be suspended, debarred, or otherwise identified as ineligible by any international organization. Vendors are therefore required to disclose to Leaders Organization whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by Leaders Organization.</p> <p>It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by Leaders Organization.</p> <p>Bidders must have the legal capacity to enter a binding contract with Leaders Organization and to deliver in the country, or through an authorized representative.</p>
Currency of quotation	Quotations shall be quoted in Euros inclusive of all taxes and fees.
Language of quotation	English: Including documentation including catalogues, instructions, and operating manuals.

Quotation validity period	Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.
Evaluation method	The Contract or Purchase Order will be awarded to the best price and quality
Right not to accept any quotation	Leaders Organization is not bound to accept any quotation, nor award a contract or Purchase Order
Expected date of action	May 10, 2024- May 14, 2024

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference

The overall objective is to provide reservation, ticketing, airport transfers and accommodation for Leaders Organization's team and beneficiaries. The specific scope of services is as follows:

A. Travel Itinerary

Flight Tickets:

Item Description	Travel Segment			Travel Segment			Number of travelers
	Date	Departure Airport	Destination Airport	Date	Departure Airport	Destination Airport	
1 Round trip	May 10, 2024	Morocco	Amman	May 14, 2024	Amman	Morocco	4
2 Round trip	May 10, 2024	Tunisia	Amman	May 14, 2024	Amman	Tunisia	7
3 Round trip	May 10, 2024	Lebanon	Amman	May 14, 2024	Amman	Lebanon	1
4 Round trip	April 25, 2024	Berlin	Amman	May 15, 2024	Amman	Berlin	1

Notes:

- Preferably direct flights
- Flight class: Economy
- The traveler count is not final and may change.

B. Visa

The travel agency must ensure the process of obtaining the visa for the travelers if needed.

C. Travel Insurance

The travel agency must provide travel insurance to Jordan.

D. Accommodation

Item Description	Number of rooms	Accommodation			
		Check in	Check out	Hotel	Location
Single room on B&B Basis	18	May 10, 2024	May 14, 2024	A hotel in Amman, Jordan (Please provide four hotel options, including two 4-star hotels and two 5-star hotels)	Amman, Jordan

* Number of rooms is not final yet and the number is subject to change.

* Possibility of providing a reservation link with the same rate for 15+ more rooms that might be reserved by third parties.

E. Transportation

Item Description	Trip	Date	From	To	Number of travelers
Local Transportation (Bus that fits 40 travelers)	Round Trip	May 11, 2024	A Hotel in Amman, Jordan	King Hussein Business Park	Up to 40
	One Bus needed with multiple destinations	May 12, 2024	A Hotel in Amman, Jordan	King Hussein Bin Talal Convention Center- Dead Sea	Up to 40
		May 12, 2024	King Hussein Bin Talal Convention Center- Dead Sea	A restaurant in Sweimeh	Up to 40
		May 12, 2024	A restaurant in Sweimeh	A Hotel in Amman, Jordan	Up to 40
	Round Trip	May 13, 2024	A Hotel in Amman, Jordan	Jordan University	Up to 40

F. Other Needed Services:

Date	Location	Service	Participants
May 12, 2024	Sweimeh -Dead Sea	Local Dinner Experience	Up to 40 pax
May 13, 2024	Amman	Lunch	Up to 40 pax

***Please provide up to 3 options for each item.*

G. Air Fares, Airline Routings/Itineraries and Reservations/Ticketing

Travel agent shall:

- Ensure that proposed fares and airline routings shall be on the most direct routing on an economy class ticket.
- Issue eTickets with detailed itineraries showing accurate status of airline reservations on all segments of the journey which shall be delivered via email to Leaders Organization, no later than 48 hours after issuing PO/ Agreement.
- Accurately advise Leaders Organization of ticketing deadlines and other relevant information to avoid cancellation of bookings.
- Release tickets upon receipt of an approved travel authorization and Purchase Order from Leaders Organization. In case any **one of these cannot be submitted, the travel agent shall only act based on written authorization by the duly designated Leaders Organization official.**

Leaders Organization reserves the right to check the prices and if there is a difference, request the travel agent for corrective action.

If a traveler chooses to extend his or her stay in any destination beyond the prescribed date by Leaders Organization, the traveler shall bear the cost arising from the change of ticket unless otherwise advised by Leaders Organization. The travel agent shall solely be responsible for collecting such amounts from the traveler with no responsibility whatsoever on the part of Leaders Organization.

H. Travel Information/Advisories

Travel agent shall:

- Inform travelers, upon booking confirmation, of flight/ticket restrictions, involuntary stopovers, hidden stops, and other possible inconveniences of the itinerary.
- Provide travelers with online and offline relevant information on official destinations, e.g., airport transfers/land transportation facilities, local points of interest, currency restrictions/regulations, health advisories (including vaccination requirement), security advisories, weather conditions, etc.
- Endeavour to notify travelers of airport closures delayed or cancelled flights, security procedures, health precautions, as well as other changes that will affect or will require preparations from the travelers, sufficiently before departure time; and



- Provide information about travel insurance and baggage allowance and insurance, if requested. The cost of excess baggage (if any) will be paid directly to the airline by the traveler.

I. Flight Cancellations/Rebooking and Refunds

Travel agent shall:

- Effectively manage authorized flight changes or cancellations as necessary, ensuring avoidance of cancellation fees and charges imposed by airlines.
- Immediately process airline refunds for cancelled travel requirements/unutilized pre-paid tickets and credit these to Leaders Organization as expeditiously as possible

J. Emergency Support:

- The Contractor will have the capability to operate within 24 hours from an offsite location in case of an emergency.
- The Contractor will further provide afterhours contacts (name, email address and telephone number) for key management personnel as mutually agreed.

K. Qualifications of Selected Service Provider

- Must be a legally registered company.
- Must have a minimum of three years' experience in providing similar services including competency and experience in ticketing and fare computations.
- Maintains facilities of e-Ticketing

Annex 2: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it, and return it as part of their quotation. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:		Date: Click or tap to enter a date.

Currency of Quotation: Euro (EUR)

A. Travel Itinerary

Flight Tickets:

Item Description	Travel Segment			Travel Segment			requested units	Price per unit	Total Price
	Date	Departure Airport	Destination Airport	Date	Departure Airport	Destination Airport			
1 Round trip	May 10, 2024	Morocco	Amman	May 14, 2024	Amman	Morocco	4		
2 Round trip	May 10, 2024	Tunisia	Amman	May 14, 2024	Amman	Tunisia	7		
3 Round trip	May 10, 2024	Lebanon	Amman	May 14, 2024	Amman	Lebanon	1		
4 Round trip	April 25, 2024	Berlin	Amman	May 15, 2024	Amman	Berlin	1		

B. Visa

Item	Number of Units	Price/ Unit	Total Price
Visa	10		

C. Travel Insurance

Item	Number of Units	Price/ Unit	Total Price
Travel Insurance	15		

D. Accommodation

Item Description	Number of Nights	Accommodation		Price/ Night	Total Price
		Hotel	Location		
Option 1 Single room on B&B Basis (4 Stars)	4				
Option 2 Single room on B&B Basis (4 Stars)	4				
Option 3 Single room on B&B Basis (5 Stars)	4				
Option 4 Single room on B&B Basis (5 Stars)	4				

E. Transportation

Item Description	Trip	Date	From	To	Number of travelers	Total Price
Local Transportation (Bus that fits 40 travelers)	Round Trip	May 11, 2024	A Hotel in Amman, Jordan	King Hussein Business Park	Up to 40	
	One Bus needed with multiple destinations	May 12, 2024	A Hotel in Amman, Jordan	King Hussein Bin Talal Convention Center-Dead Sea	Up to 40	
		May 12, 2024	King Hussein Bin Talal Convention Center-Dead Sea	A restaurant in Sweimeh	Up to 40	
		May 12, 2024	A restaurant in Sweimeh	A Hotel in Amman, Jordan	Up to 40	
	Round Trip	May 13, 2024	A Hotel in Amman, Jordan	Jordan University	Up to 40	

F. Other Needed Services:

Item Description	Number of Pax	Name of Restaurant	Price/ Person	Total Price
Dinner in Sweimeh, May 12, 2024				
Option 1	40			
Option 2	40			
Option 3	40			
Lunch in Amman, May 13, 2024				
Option 1	40			
Option 2	40			
Option 3	40			

***Preferably traditional experiences*

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company:</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorized Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>