



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: ECF-RFQ-Cluster1-G	Date: December 3, 2025
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

Leaders International- LI, kindly request your quotation for provision of **Reservation, Ticketing Service including Visa, 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 [palestinefstp@leadersinternational.org](mailto:palestinefstp@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 International

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by LI. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by LI. LI is under no obligation to award a contract to any Bidder as a result of this RFQ. LI reserves the right to cancel the procurement process at any stage without any liability of any kind for LI, upon notice to the bidders or publication of cancellation notice on LI website.
<b>Offer should be addressed to</b>	Leaders Organization/ECF
<b>Deadline for the submission of quotation</b>	<b>Wednesday, December 10, 2025 before 11:00 AM</b>
<b>About Leaders International</b>	Leaders International is an international network of local organizations that plans, manages, and monitors innovation and economic development interventions in the region. Through its offices in Brussels, Amman, and Ramallah, Leaders International provides complete project-management services with a focus on private-sector development, enterprise development, job creation, entrepreneurship, D4D, economic policy dialogue, and tourism value chain development.
<b>Assignment Background</b>	Visiting LINEAPELLE International exhibition of leather, accessories, components, fabrics, synthetics and models, in Milano – Italy in February 2026.
<b>Cost of preparation of quotation</b>	LI 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.
<b>Eligibility</b>	A vendor who will be engaged by LI may not be suspended, debarred, or otherwise identified as ineligible by any international organization. Vendors are therefore required to disclose to LI 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 LI.
<b>Currency of quotation</b>	Quotations shall be quoted in <b>Euro- inclusive of all taxes and fees</b>
<b>Language of quotation</b>	<b>English:</b> Including documentation including catalogues, instructions, and operating manuals.
<b>Quotation validity period</b>	Quotations shall remain valid for <b>45</b> days from the deadline for the Submission of Quotation.

<b>Evaluation method</b>	The Contract or Purchase Order will be awarded to the best price and quality
<b>Right not to accept any quotation</b>	LI is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Expected date of action</b>	February 10, 2026

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Terms of Reference

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

#### A. Travel Itinerary

##### Flight Tickets:

Item Description		Travel Segment			Travel Segment		
		Date	Departure Airport	Destination Airport	Date	Departure Airport	Destination Airport
1	Round trip (Direct Flights)	10\2\2026	Amman	Milan	14\2\2026	Milan	Amman
2	Round trip (Direct Flights)	10\2\2026	Amman	Milan	17\2\2026	Milan	Amman

##### Notes:

- *Flight class: Economy*
- *Number of travelers: Expected 7*  
\*The traveler count provided is not final and may change.
- Providing airport delegation service is a plus
- Note: Vendors may propose flight itineraries using low-cost airlines and economy charter carriers, provided that the proposed flights meet the required travel dates, safety standards, and baggage requirements outlined in this RFQ. All prices submitted must reflect the total cost of the ticket, including any mandatory fees such as taxes, service charges, and standard baggage allowance.

#### 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 Milan

#### D. Accommodation

Item Description	Number of rooms	Accommodation			
		Check in	Check out	Hotel	Location
Single room on B&B Basis	7	10\2\2026	14\2\2026	4 stars hotels	Milan

**Note: Accommodation must be in the central of Milan and close to metro station.**

#### E. 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 the LI, no later than 48 hours after issuing PO/

Agreement.

- Accurately advise LI 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 LI. In case any **one of these cannot be submitted, the travel agent shall only act based on written authorization by the duly designated LI official.**

LI 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 LI, the traveler shall bear the cost arising from change of ticket unless otherwise advised by LI. The travel agent shall solely be responsible for collecting such amounts from the traveler with no responsibility whatsoever on the part of LI

#### **F. 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.

#### **G. Flight Cancellations/Rebooking and Refunds**

Travel agent shall:

- Process duly authorized flight changes/ cancellations when and as required and taking care that in such cases, cancellation fees and charges imposed by the airlines are avoided.
- Immediately process airline refunds for cancelled travel requirements/unutilized pre-paid tickets and credit these to LI as expeditiously as possible

#### **H. 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.

#### **I. 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

#### A. Flight Tickets

Item Description	Number of Units	Price/ Unit	Total Price	Notes
Ticket (10-14/02/2026)	1			
Ticket (10-17/02/2026)	1			

#### B. Visa

Item	Number of Units	Price/ Unit	Total Price
Visa	1		

#### C. Travel Insurance

Item	Number of Units	Price/ Unit	Total Price
Travel Insurance	1		

#### D. Accommodation

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

**Note: Accommodation must be in the central of Milan and close to metro station.**

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><b>Company Name</b> Click or tap here to enter text.</p> <p><b>Address:</b> Click or tap here to enter text. Click or tap here to enter text.</p> <p><b>Phone No.:</b> Click or tap here to enter text.</p> <p><b>Email Address:</b> Click or tap here to enter text.</p>	<p><b>Authorized Signature:</b></p> <p><b>Date:</b> Click or tap here to enter text.</p> <p><b>Name:</b> Click or tap here to enter text.</p> <p><b>Functional Title of Authorized Signatory:</b> Click or tap here to enter text.</p> <p><b>Email Address:</b> Click or tap here to enter text.</p>
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