

REQUEST FOR PROPOSAL (RFP) FOR TRAVEL MANAGEMENT SERVICES

Wedu is soliciting proposals for professional services from qualified and established travel agencies for a project period of February-May 2023. The RFP comprises of three sections and bidders are advised to review the sections and requirements carefully before proceeding to submit their proposals.

Section A: Overview

Information on RFP purpose and submission dates.

Section B: Details of requirements

The requirements of the project and selection criteria for the successful bidder.

Section C: Response format

All submissions should be submitted following the format of the questions listed.

We are recruiting for this on an urgent basis. We will evaluate applications on a first-come-first-serve basis and are looking to onboard an agency by **Monday, 27 February 2023**. Please submit any questions you have regarding the specifications to yseali@weduglobal.org.

Wedu appreciates your interest in our procurement opportunity and looks forward to receiving your proposal.

SECTION A: OVERVIEW

Purpose

Wedu is interested in receiving pricing from a qualified and established travel agency to develop and manage a travel logistics plan for a 7-day workshop for youth from ASEAN countries and Timor Leste, scheduled for May 2023. Wedu requests that all agencies examine the specific requirements contained

in this RFP and prepare your responses in accordance with the requirements of this RFP.

Background

Wedu's vision is a world where half of all leaders are women. Wedu nurtures women's leadership development across Asia by supporting their unique, lifelong journeys with mentorship, leadership academies, customised learning opportunities, and funding for education. Since 2012, Wedu has impacted over 3,000 women across 28 countries across Asia. Learn more at weduglobal.org.

Process and Timeline

All questions must be submitted in writing by email to Ms. Shagun Sethi at yseali@weduglobal.org. We are recruiting for this on an urgent basis. We will evaluate applications on a first-come-first-serve basis and are looking to onboard an agency by **Monday, 27 February 2023**.

Right to Reject Proposals

Issuance of this RFP in no way constitutes a commitment by Wedu. Wedu reserves the right to reject any or all proposals or portions of proposals received in response to this RFP, to request modification or clarification of any part of a proposal, or to cancel this RFP if it is in the best interest of Wedu to do so. Wedu may reject any proposal if it is considered incomplete, conditional, contains irregularities, or does not meet qualifications, requirements or specifications. Failure to furnish all information may disqualify the proposal.

Ownership of Proposals

Proposals and any other materials submitted to Wedu in response to this RFP will become the exclusive property of Wedu upon receipt and will not be returned. Wedu is not liable for any costs incurred by bidders as a result of responding to this RFP.

SECTION B: DETAILS OF REQUIREMENTS

Wedu is looking for a travel management agency to provide the best options and travel arrangements for 65 - 70 people for a 7-day workshop in Bali.

Here are the tentative dates:

- **May 01, 2023:** Participants travel to Bali from cities across Southeast Asia. **Preferably to arrive in Bali before 3PM.**
- **May 06, 2023:** Participants return to their cities of origin from Bali. **Preferably to depart from**

Bangkok before 12PM.

Below is the geographic breakdown of the locations of people:

Country	Number of Participants
Indonesia	7
Philippines	6
Vietnam	6
Thailand	6
Myanmar	6
Malaysia	5
Cambodia	4
Laos	3
Singapore	4
Timor Leste	4
Brunei	4
Staff	6
Speaker + Alumni	10

The selected vendor will be responsible for preparing and implementing the travel arrangements coordination, including:

1. Making all flight arrangements within budget, including arrival/departure times and name list, preferably bookings will be completed by **Monday, 20 March 2023**.
2. Shared platform / documents that are accessible to Wedu for ease of access to flight details.
3. Assigning a key contact person who is proficient in English.
4. Preferred: Arrange local ground transportation in Bali, including:
 - Airport transfers:
 - Pick up timing options from the airport to hotel on arrival day.
 - Departure timing options from hotel to airport on departure day.
 - Bus rentals for a half-day site visit during the workshop

Selection Criteria include:

1. IATA Travel accreditation
2. Ability to provide multiple / various quotes on ticketing with convenient flight routes
3. Ability to provide competitive price and cost saving strategies

4. Ability to provide detailed and reasonable payment timeline and requirements
5. Ability to change bookings on short notice, preferably without additional charges and provide ongoing customer service
6. Demonstrated capability and experience in managing flights for medium-large groups from ASEAN during COVID
7. Experience in managing travel insurance for medium-large international groups.
8. Optional: Ability to coordinate ground transportation for airport transfers in Bali and for a local field trip / site visit during the workshop (details will be confirmed in March).

SECTION C: RESPONSE FORMAT

Bids should provide a straightforward, concise description of the agency's ability to meet the requirements of this RFP. Proposals should not contain unsolicited, extraneous or duplicative information. Proposals must be based solely on the requirements contained in this RFP, listed in the format below. Kindly ensure the following:

- Clearly reference the sections and questions in your submission.
- Submissions in PDF format with a maximum of 3 pages.
- Proposed budget in USD.
- All submissions to be sent to yseali@weduglobal.org at the earliest.

A. Agency Profile
1. Describe your agency's experience in organizing travel logistics for medium to large events for multinational groups within ASEAN (Approximately 50 pax), including your ability to assist international travelers and your experience arranging and managing international flights during Covid-19 pandemic.
2. List the standard days / hours of operation of your agency, and whether you can provide a 24-hour emergency service during the dates people travel (May 1 and May 6).
B. Services
1. As a travel agency, what other services are you able to provide beside flight bookings? e.g. ground transportation for airport transfers, bus rentals, travel insurance.
2. How does your agency handle changes in flight information? E.g. passport number errors, change of passengers, etc.
3. What is your agency's policy on flight cancellation and/or urgent flight changes, and what is your contingency plan to minimize such occurrences?
4. What is your agency's system to track Covid-19 travel restrictions and requirements in the Southeast Asia countries, and how would you keep Wedu ahead of relevant changes, e.g.

travel restrictions or flight route changes by airlines?

C. Billing & Reporting

1. What are your agency's payment invoice terms?

2. What is the refund policy for canceled tickets?

3. What are the charges incurred for last minute ticket changes?

4. What is your agency's booking fees and structure. Do you charge per ticket booked, per group booking, or a different basis?