**REQUEST FOR PROPOSAL**

**Procurement of Travel Management Services to World Vision International Middle East and Eastern European Offices on Long Term Agreement basis**

**Reference: RFP #WVI MEER/2020/1**

World Vision International Middle Eastern and Eastern Europe Regional (WV MEEER) Office is inviting potential supplier to submit the Request for Proposal for Travel Agency Service.

WV MEER is seeking suppliers that can offer the most cost efficient solution with a high quality of performance and sustainability.

The successful bidders shall be contracted for this purpose for an initial period of three (3) year, and renewable thereafter for another two (2) years, subject to the satisfactory evaluation of performance.

WV MEEER offices are based in following countries and areas in the region:

1. Afghanistan
2. Albania & Kosovo
3. Armenia
4. Bosnia
5. Cyprus
6. Georgia & Abkhazia
7. Iraq
8. Jordan
9. Jerusalem, West Bank and Gaza
10. Lebanon
11. Romania
12. Syria
13. Turkey
14. Yemen

The contract with the successful travel agent will be signed by WV MEEER Regional office, based in Nicosia, Cyprus for and on behalf of the other WV MEEER Offices. The Contract shall not impose a minimum guarantee on volume sales on the part of the WV MEEER Offices.

To enable you to submit a proposal, find below Link that contains the following information:

Link:

1. RFP of Travel Agency, containing:

* Information about World Vision.
* Project Background
* Terms Of Reference
* Submission of Proposals
* Evaluation Criteria.

1. WV Policy Acknowledgement
2. Vendor Registration Form

Suppliers will submit any inquiries, clarification requests and submissions related to this Tender to the following WV MEEER contact:

[Nino\_kharabadze@wvi.org](mailto:Nino_kharabadze@wvi.org) and [Thea\_kvintradze@wvi.org](mailto:Thea_kvintradze@wvi.org)

Suppliers may not enter into communications with other World Vision staff about this Tender without the prior written permission of the individuals listed above. Contacting WV MEER staff may result in disqualification from the Tender process.

Your offer comprising of Technical and Financial proposal, as indicated in RFP should be submitted to following email **Geo\_procurement@wvi.org** by **March 7, 2020 18:00 P.M (Cyprus Time, GMT+2).**

WV MEEER shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by WV MEER after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.