**Request for Quotation (RFQ)**

**Date: 01/15/2019**

**SUBJECT: REQUEST FOR QUOTATIONS**

Institute for War & Peace Reporting (IWPR), Washington DC, invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale on the following products/services for IWPR’s office in Tunisia.

**INTRODUCTION**

IWPR is an independent, non-governmental organization which gives voice to people at the frontlines of conflict and transition to help them drive change.

**BACKGROUND**

IWPR-Tunisia is looking for a local travel agencies to provide certain services.

**GENERAL REQUIREMENTS**

IWPR requests quotations for a local travel agency services with the following specifications:

1- Round-trip economy tickets from (TIP) Tripoli, Libya - to (TUN) Tunis, Tunisia and from Ben Ghazi, Libya to Tunis-Tunisia for all possible carrier/airlines companies available.

2- Travel Insurance.

**PRICE SCHEDULE**

Total price must include all taxes and fees, in TND Tunisian Dinars, and should be expressed in a per unit basis, based on the needs listed in Chart 1 below.

**CHART 1: DESCRIPTION OF REQUIRED PRODUCTS/SERVICES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Description of Products/Services** | **Unit** | **Unit Cost (TND)** | **Total Cost (TND)** |
| 1 | Airfare tickets |  |  |  |
| 2 | Alteration and cancellation on air tickets  |  |  |  |
| 3 | Travel Insurance |  |  |  |
| 4 |  |  |  |  |
| 5 | .  |  |  |  |
| **Tax** |  |
| **Delivery** |  |
| **Grand Total** |  |

**CRITERIA FOR SELECTION**

The evaluation of each response to this RFQ will be based on the vendor’s demonstrated competence, compliance, format, and organization. The purpose of this RFQ is to identify product/service providers that have the interest, capability, and financial strength to supply IWPR with the product/service requested.

IWPR intends to make an award to the responsible offeror based on the following evaluation factors:

Selection will be based on price, quality of product/service, and vendor experience. All quotes will be evaluated and scored based on the following criteria:

1. Price: the price will be cost efficient and reasonable as compared to market prices for the same service – 50%
2. Service, including technical expertise, efficiency, flexibility, and responsiveness with client’s needs and requests – 30%
3. Past performance and Vendor Experience in performing similar activities for international or local NGOs including knowledge and experience of U.S. government rules & regulations especially travel regulations. – 20%

IWPR intends to evaluate Bidders’ proposals in accordance with these factors and make an award to the responsible Bidder(s) whose proposal is most advantageous to the program.

**TERMS AND CONDITIONS**

1. The Request for Quotes is not and shall not be considered an offer by IWPR.
2. All responses must be received on or before the date and time indicated on the RFQ. All late responses will be rejected.
3. All unresponsive quotes will be rejected.
4. IWPR may contact any Bidder for clarification or additional information, but Bidders are advised that IWPR intends to evaluate the offers based on the written bids and reserves the right to make decisions based solely on the information provided with the initial bids.
5. All quotes will be considered binding offers. Prices quoted must be valid for entire period provided by respondent.
6. Payment will be made upon receipt of detailed invoices and deliverables/services.
7. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents may be requested during and for up to three years after the end of the contract period.
8. All procurement will be subject to IWPR contractual terms and conditions and contingent on the availability of donor funding.
9. IWPR reserves the right to accept or reject any quotation or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendors submitting RFQs for such rejection or cancellation of the procurement.
10. IWPR reserves the right to accept all or part of the quotation when awarding the purchase order/contract.
11. All information provided by IWPR in this RFQ is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes.
12. IWPR is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
13. IWPR reserves the right to require any bidder to enter into a non-disclosure agreement.
14. The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IWPR, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.
15. Bidders agree to disclose as part of the bid submission: a. Any close, familial, or financial relationships with IWPR staff and agents. For example, the bidder must disclose if a bidder’s mother conducts volunteer trainings for IWPR. b. Any family or financial relationship with other bidders submitting bids. For example, if the bidder’s father owns a company that is submitting another bid, the bidder must state this. c. Any other action that might be interpreted as potential conflict of interest.

**FORM/CONTENT OF RESPONSE**

All quotations shall:

1. Be in the English language.
2. Contain detailed cost in Tunisian Dinars TND INCLUDING TAXES identified, and provided against each of the categories of services described in Chart 1.
3. Provide requested payment terms and conditions.
4. Describe the qualifications, experience and capabilities of the firm in providing the type of services being request by this RFQ.
5. Provide at least 3 references for similar procurements with a description of the work done and the dates performed.
6. Include a contact name, email address, and telephone number to facilitate communication between IWPR and the vendor.
7. A brief outline of the company and services offered, including:
	* Full legal name, jurisdiction of incorporation, and address of the company
	* Full legal name and country of citizenry of company’s President and / or Chief Executive Officer and / or all other officers and senior managers of the company
	* Year business was established

**SCHEDULE OF EVENTS**

1. Questions regarding this request may be addressed to Abdellatif Jouini, ajouini@iwpr.net , and must be received no later than 21/01/2019 at 5pm UTC +1. Responses to questions will be distributed to all interested parties no later than date.
2. Responses to the RFQ should be addressed to the attention of Abdellatif Jouini, ajouini@iwpr.net.