

DANISH REFUGEE COUNCIL

REQUEST FOR PROPOSAL

No 18b Nun Street

Maitama District Abuja

Nigeria

To: All Service Provider

REQUEST FOR PROPOSAL NO.: NGA-RFP-004-24 - FLIGHT TICKET BOOKING.

Dear Sir/Madam:

The Danish Refugee Council (DRC) is looking to engage a travel agency to book domestic and international flight tickets. Therefore, the DRC requests you to submit price bid(s) for the supply of the item(s) listed on the attached DRC Bid Form Annex A

(I) TENDER DETAILS

The Tender details are as follows:

Line Item	Time, date, address as appropriate
1 Closing date and time for receipt of bids/proposals	6 March 2024 16:00 UTC +1 DRC Office Abuja
2 Tender Opening Location	No 18b Nun Street Maitama district Abuja, Nigeria
3 Tender Opening Date and time	7 March 2024 10:00 UTC +1

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME

AND DATE

(II) IMPORTANT INFORMATION REGARDING THIS RFP:

This RFP is launched for the purpose of establishing a Purchase agreement with the Service Provider to book flight ticket for a period of 24 months.

- An extension up to 12 months is possible with the request of the Purchaser and approval from Service Provider.
- A Purchase agreement is not binding DRC to place any Purchase Orders. DRC will place orders to the awarded Service Provider based on the agreement as per its requirement.
- DRC may choose to cancel the agreement if deemed necessary.
- DRC may choose to split the contract award to more than one Service Provider.
- DRC may terminate the contract if Service Provider fails to deliver service as stated in the Purchase Agreement.
- No advance payment will be paid to the awarded Service Provider. The awarded Service Provider is expected to mobilize its own resources to deliver the agreed material.
- Pursuant to the applicable tax laws, a withholding tax amount of 10% will be deducted from the service charge only. This deducted amount will be remitted directly to the relevant tax authority on behalf of the services provider.

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