

# Call For Proposal: Travel Agency

Oxfam has worked to address poverty and inequality in Nigeria since the 1960s. Under the last country strategy, 12 projects were implemented in 11 states, working with over 40 local implementing partners.

Work focused on building sustainable livelihoods for the poor, transforming attitudes about women's rights and roles, increasing active citizenship and the accountability of the public and private sectors, and saving lives.

Oxfam Nigeria is transitioning into an influencing country program with the first phase of this journey spanning 2021 – 2026 during which the influencing portfolio will be progressively increasing, and the program portfolio will be progressively decreasing.

## Scope

1. Deliver comprehensive travel solutions on flight bookings.
2. Guarantee adherence to the travel policies and guidelines established by Oxfam.
3. Provide round-the-clock support for urgent travel requirements or adjustments.
4. Provide detailed itineraries and relevant travel documentation for every trip.
5. Engage in negotiations for competitive rates with airlines to achieve cost savings.

## Submission Requirements

Interested bidders are expected to submit their proposals and quotes stating the **service charge** for International Flight Bookings and Domestic Flight Bookings (One way and Return Trip). Also to be submitted is a filled supplier enrolment form on or before 5:00 pm, **February 22, 2024**, to [NGA.Bid@oxfam.org](mailto:NGA.Bid@oxfam.org). For further inquiry or clarification, please contact Chika Ekesi [chika.ekesi@oxfam.org](mailto:chika.ekesi@oxfam.org).

For Tor click [here](#)

Please note that OXFAM will deduct and remit to the Federal Inland Revenue Service (FIRS)

a 5% withholding Tax for freelancers or 10% for firms from the total consultancy fees under the Nigerian Tax Law.

**Equal Opportunity**

OXFAM is an equal opportunity employer and does not discriminate based on race, colour, religion, gender, disability, etc. Qualified women and PWDs are strongly encouraged to apply.