**Request for Quotation for Travel Agent to supply**

SNV/Netherlands Development Organization

PO Box 9781, Saphanthong Road, Vientiane, Lao PDR.

Tel: 021 413290-1 Fax: 021 414 068

Email: [laprocurement@snv.org](mailto:laprocurement@snv.org)

**the domestic routes**

23rd August 2024

SNV Netherlands Development Organization

PO Box 9781, Saphanthong Road, Vientiane, Lao PDR.

Tel: 020 5237 1671, 021 413290-1 Fax: 021 414 068

Email: [laprocurement@snv.org](mailto:laprocurement@snv.org)

Dear Sir/ Madam,

You are invited to submit your tender in response to the attached Request for Quotations.

SNV intends to enter a framework agreement to engage a qualified **travel agent** to carry domestic air tickets for a term of one year contract with possible extension with the winning bidder.

Bidders are required to request a soft copy of the Request for Quotation (RFQ) that provides instructions to Bidders via email: [laprocurement@snv.org](mailto:laprocurement@snv.org) . The RFQ will need to be completed and submitted in hard copy to the SNV office by 17:00, Monday to Friday on 10th September 2024. Late bids will be disqualified.

Note there is no cost or payment required to receive the RFQ and SNV operates a zero-tolerance approach to fraud and corruption.

In the attached package you will find:

* Request for Quotations (RFQ)
* Specification/Quotation
* Past and current experiences
* Due Diligence form
* A Sample Contract.

We look forward to receiving your quote,

Kind regards,

Procurement ream