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| SNV/Netherlands Development Organisation  PO Box 9781, Saphanthong Road, Vientiane, Lao PDR  Tel: 021 413290-1, Fax: 021 414068  Email: [laprocurement@snv.org](mailto:laprocurement@snv.org)  **Request for Quotation – Domestic Travel Agent Services** |
| Date: August 05, 2025 |

Dear Bidder,

You are invited to submit your bid in response to the attached Request for Quotation.

SNV is seeking to enter into a framework agreement with a qualified travel agency to provide domestic air ticketing services. The contract will be for one year, with the possibility of extension based on performance.

To request a soft copy of the RFQ, which includes full instructions for submission, please email laprocurement@snv.org. Completed quotations must be submitted in hard copy to the SNV office by 17:00 on Friday, 22 August 2025. Late submissions will not be considered.

Please note:

* There is no fee to obtain the RFQ
* SNV maintains a strict zero-tolerance policy on fraud and corruption.

The RFQ package includes:

* Request for Quotations (RFQ)
* Specification/Quotation Form
* Past and Current Experience Template
* Due Diligence Form
* Sample Contract

We look forward to receiving your submission.

Best regards,

**Procurement Team**

SNV