



# The Asia Foundation

## Bids Invitation

**Service Numbers:** 1. RFQ No.: TAF25/001-Hotel (Vientiane Capital & Vangvieng)  
2. RFQ No.: TAF25/002-Air Ticket  
3. RFQ No.: TAF25/003-Car Rental  
4. RFQ No.: TAF25/004-Printing  
5. RFQ No.: TAF25/005-Translation and Simultaneous (Company or Individual)

**Title:** The Asia Foundation is a nonprofit international development organization committed to improving lives across a dynamic and developing Asia. We would like to invite you to bid on becoming our regular hotel, airline, rental car, printing, and translation service provider for our office in Vientiane, Lao PDR.

**Term:** 3 years contract

**Required documents for Bidding:**

- Copies of company profiles (Company) / CV (individual)
- Business License
- Quote requirements vary depending on the service type that you can download from Google drive:

<https://drive.google.com/drive/folders/13XKzGmMmq6kRBOPhB9wa3FeBDrlYmJ2V>

The company/individual who provided the service in the field of number 1-5 can prepare the relevant documents to your interested service and submit to:

- Email: [Country.Laos.Procurement@asiafoundation.org](mailto:Country.Laos.Procurement@asiafoundation.org) or
- Delivery an envelope with “Sealed Bid” to: The Asia Foundation (TAF), Vientiane Office: House 69, Unit 4, 23 Singha Road, Phonexay Village, Saysettha District, Vientiane, Lao PDR.

**Closing date:** 27 October 2025

**Information:** For more information, please contact WhatsApp: 020 77800858;  
Email: [Country.Laos.Procurement@asiafoundation.org](mailto:Country.Laos.Procurement@asiafoundation.org)