

REQUEST FOR QUOTATION

To: TRAVEL AGENCY
From: Conservation International – Suriname
Date: **October 20, 2021**
Subject: **Request for Quotation - RFQ #: 202110**

Dear Offerors:

Conservation International- Suriname is implementing a Preferred Vendors List for the period 2021-2022.

The intent of this RFQ is to select one vendor who will provide **professional travel management services** for members and non-members of CI- Suriname. We therefore invite you to provide your best offer for this solicitation by **November 20, 2021**. Please include all cost related, terms of warranty, Post services in your price quotation submitted.

I. Type of Contract

The anticipated type of award resulting from this RFQ is a Fixed Price Purchase Order. The chosen vendor will agree to comply with all terms submitted in their submission.

II. Submission of Quotations

All quotations are due on **November 20, 2021**. Quotations should be sent by email, in PDF format, to **ci-suriname@conservation.org** with the subject line "Request for Quotation – [RFQ# 202110]"

Hard copies in a sealed envelope can be delivered to CI-Suriname at the following address: **Kromme Elleboogstraat 20, Paramaribo, Suriname** or you can send the soft copies to the following email address: ci-suriname@conservation.org

Quotations submitted after the deadline will be considered "Late" and will be disqualified from further evaluation process.

III. Questions

Technical inquiries and/or requests for clarification to this RFQ must be made in writing via e-mail to ci-suriname@conservation.org no later than November 12, 2021. All questions received may be forwarded by CI–Suriname to all participating bidders.

IV. Evaluation of Quotations

CI-Suriname will evaluate each submission on the scoring criteria below:

Points Criteria _____ -100 points maximum:

	Scoring Criteria
20	Price
30	Quality of Goods and Services
20	Timeliness of Delivery
10	Credit Terms
10	Creditability (References)
10	Established payment terms as per business registration

V. Specifications of Travel services

Please include in your quotation an added service such as described below:

- International experience as well as superior customer service.
- The agents should be consultive with our travelers by suggesting lower fares, time saving options, facilitating upgrades.
- Assist with visa application.
- Assist with Hotel bookings.

VI. Price for Cleaning services

Price must be quoted in **SRD or USD** with taxes/duty shown separately. CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

VII. Past performance:

Please list two recent references that your company provided similar services for.

- Name _____
- Address _____
- Phone number _____

- Name _____
- Address _____

- Phone number _____

VIII. Reserve the Right

CI-Suriname reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CI to award a purchase order, nor does it commit CI to pay any costs incurred by the Offeror in preparing and submitting the quotation. CI reserves the right to enter negotiations about price and terms as required.

Exhibit A
Company Profile

Name of the Company

Address

City/State/Zip Code

Telephone Number

Email Address

Printed Name/Title

Authorized Signature
