

B B C MEDIA ACTION

Request for Proposals (RFP)

RFP Number:	BBC MA/KBL/05/2024
Issuance Date:	25 th – November 2024
Deadline for Offers:	2 nd December 2024
Description:	Flight Bookings: Domestic and international flights.

This RFP document contains the following:

Section 1: Instructions to Offerors

Section 2: Specifications and Technical Requirements

Section 3: Process for Service Delivery

Section 4: Price/ Financial Proposal

Section 5: Minimum Terms and Conditions

Section 6: Mandatory Required Documents

Section 1: Instructions to Offerors

1.1 Introduction:

BBC Media Action is the independent international charity of the BBC which uses media and effective communication to change people's lives for the better. BBC Media Action delivers a portfolio of SBCC [Social and Behaviour Change Communication] oriented humanitarian and development projects in Afghanistan.

The purpose of this RFP is to solicit proposals from eligible Travel agencies for the provision of Flight Bookings to BBC MA Kabul Office. As a result of this RFP, the BBC MA plans to enter into an Flight Bookings: Domestic and international flights at competitive rates with flexible cancellation and modification options.. Offerors are responsible for ensuring that their proposals are received by BBC MA in accordance with the instructions, terms, and conditions described in this RFP. 100% compliance with the terms and conditions of this RFP is MUST and failure to comply to the terms and conditions of this RFP as well as failure to adhere to instructions described in this RFP may lead to disqualification of a proposal from consideration.

1.2 Offer Deadline and Protocol: Proposals must be received no later than 5:00 p.m. Kabul local time on December 2nd, 2024, electronically to the email address below-
procurement@af.bbcmmediaaction.org

Please reference the RFP number in any response to this RFP. Proposals received after the specified time and date will be considered late and considered only at the discretion of BBC MA.

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1.3 Specifications: Section 2 contains the technical specifications of the required service(s)/ item(s). Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

1.4 Proposals: Proposals in response to this RFP must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in US Dollar. Prices must remain valid for not less than sixty (60) calendar days after the RFP deadline.

In addition, Offerors to this RFP are required to consider the following:

1.5 Warranty: Offeror warrants and implies that all goods and services delivered or provided hereunder to be merchantable and fit for use for the particular purpose described in this RFP.

1.6 Taxes and VAT: Offerors must assess and include in the total cost of their proposal the Business Receipt Tax (BRT) or any other tax required by the Afghanistan income tax law. The prescribed rate of tax withholding is 2% of the gross purchase amount for contractors/vendors who are in possession of an active business license issued by any of the following entities: The Ministry of Commerce and Industry, or any other Afghan Government department relevant to the scope of work.

Before signing an agreement, the contractor/vendor will provide a copy of the organization's business license and TIN (Tax Identification Number) to BBC MA. Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division and credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with BBC MA.

1.7 Evaluation and Award: The award will be made to a responsible Offeror whose proposal follows the RFP instructions, meets the eligibility requirements, meets or exceeds the minimum required technical specifications, and is judged to be the best value based on the lowest price, technically-acceptable basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, a proposal may be deemed “non-responsive” and thereby disqualified from consideration. BBC MA reserves the right to waive immaterial deficiencies at its discretion.

Section 2: Specifications and Technical Requirements

2.1 Scope of Work:

BBC Media Action is currently seeking reputable, licensed and registered service provider for entering into a one (1) year contract for provision of Flight Bookings Service for BBC MA’s national and international staff in Afghanistan. The aim of this RFP is to fix the prices on Flight Bookings of BBC MA national and international staff throughout the period of the Agreement. Offerors are required to follow below instructions:

2.2 Flight booking requirement:

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- Domestic and international flights bookings.
- Flexible cancellation and modification options.
- Both Parties can terminate the contract by noticing one month each together.
- A dedicated focal point is required for solving our Flight booking issues,

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2.4 Service Coverage

Required Flight Bookings- Domestic and international flights.

Section 3: Process for Service Delivery

- 3.1 Please outline the process required for BBC MA to receive any of the services covered under the proposed RFP coverage.
- 3.2 Detail any benefits or additional services your organization can offer BBC MA as part of the contract
- 3.3 If selected the company should be able to visit our office to present the services.

Section4: Price/ Financial Proposal

Offerors should describe in detail their service provision in accordance with the table below. Please provide your proposals as per your company’s standard proposal template. All prices should be presented in \$USD. Offerors are required to provide prices for different health plans.

Flight Bookings: Domestic and international flights at competitive rates with flexible cancellation and modification options.

Generic Description	Unit	QTY	Unit Price/USD	Total Price/USD
Flight Bookings: Domestic and international flights	As per company proposal		As per proposal	As per proposal

Section 5: Minimum Terms and Conditions

1	Valid Business License and Nature of Business (<i>Only vendors in the business of insurance are eligible to bid. Vendors not related to the relevant scope will not be considered</i>)	
2	Validity of Bid Price: Bids must be valid for at least sixty (60) days	
3	Payment Terms: Monthly	
4	The payment will be made through bank transfer to the account. cash payment can be considered in a situation where bank payment is technically not possible	

Section 6: Mandatory Required Documents

In addition to the RFP/proposal, the following documents need to be provided:

- Experience in managing travel services within Afghanistan.
- Quality and responsiveness of customer service.
- Competitive pricing and flexibility in bookings.
- Feedback from references and past performance Clear description of relevant experience (client reference minimum 3).
- Bank account details by the company’s name only.
- TIN issued by the Ministry of Finance, Afghanistan

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Eligibility Criteria: Interested travel agencies must meet the following requirements:

- Valid operating license in Afghanistan.
- Proven experience providing travel services to international organizations or NGOs.
- Established partnerships with major airlines.
- Ability to offer 24/7 support and manage emergency travel needs.
- Strong financial standing and capacity to handle high-volume travel arrangements.