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**Call for Sealed Bid**

**(Category: Travel Agencies)**

Practical Action invites reputed and experienced travel agency to make travel arrangements for domestic and international air travel for business purposes for staffs and non-staff travelling inside and outside Nepal.Travel arrangements shall be made on the basis of the most convenient trip (shortest schedule possible in terms of the time) at the best possible price and able to advise the staff member on the most suitable travel option. Interested and eligible travel agencies are required to provide detail information mentioned in below format and submit sealed quotation by 07 December 2022 to Practical Action Office, Lazimpat.

|  |  |  |
| --- | --- | --- |
|  | Name of the Company: |  |
|  | Address: |  |
|  | Year of Establishment: |  |
|  | Company Registration No: | *(Please attach a copy of company registration certificate)* |
|  | VAT/PAN No: | *(Please attach a copy of company VAT/PAN certificate)* |
|  | Tax Clearance Certificate (FY 2077/78 | *(Please attach a copy of latest tax clearance certificate or extension letter)* |
|  | Company Profile | *(Please attach a copy latest Company Profile)* |
|  | Name of the Focal Person |  |
|  | Contact Details [Email, Website and Phone Number]: |  |
|  | Years of Experience: |  |
|  | Membership Affiliations: | 1.2.3.4.(If yes, please attach a copy of certificate) |
|  | List of Clients: | 1.2.3.4.*(Please attach a copy of recommendation letter from the client – at least three)* |
|  | As a travel agency, describe if you are able to provide any or all of the following services:* International air ticketing
* Domestic air ticketing
* Hotel bookings (if in case required)
* Visa Facilitation
* Vehicle and Train reservation
 |  |
|  | How do you ensure that the lowest airfare is offered to the clients? |  |
|  | What is your preferred mode of payment?  |  |
|  | Any provision for Credit facility?  | *(Up to …………days)* |
|  | What is your normal working hour in a day and week? |  |
|  | Do you provide Off hour services (After 5 pm and during holidays/weekend) | *(If yes, please provide details)* |
|  | Do you provide any type of discount or loyalty to corporate clients?  | *(If yes, please provide detail of discount provision offered by your agency in separate sheet for both international and domestic ticketing)* |
|  | What other services and benefits will be able to provide? What are the costs associated with those benefits? |  |

Name of Authorized person:

Signature:

Designation:

Official stamp:

Date: