

**Request for Proposals
Travel Management Services
Heifer Africa Regional Office, Lagos, Nigeria**

Heifer International, is seeking proposals from interested Travel Management Companies to provide travel services for Heifer Nigeria Ltd/Gte.

Background

Heifer International is an international development organization with a mission to end hunger and poverty in a sustainable way by supporting and investing alongside local farmers and their communities. As a private, non-governmental organization based in Little Rock, Arkansas, Heifer has created lasting change for farming households in over 125 countries across Latin America, Africa, Asia, and Eastern Europe for over 70 years. Heifer works in about 21 countries across the World, and these countries are managed under the 3 Regions of Asia, the Americas, and Africa. The Africa Regional office was fully established in January 2021 in Lagos, Nigeria to deepen access and harness the inherent opportunities across the continent.

Objectives

The objective of this service is to engage with a Travel Management Company that will be able provide the following services in an efficient, swift, and competitive way:

- Travel tickets (Local and International) ●Visa Application ●Airport protocol ●Hotel Reservation

Minimum Requirements

All interested firms are expected to submit a proposal of not more than 10 pages. They must have minimum of 10 years work experience in Travel Management services, with proven evidence of success, expertise, knowledge in this field. They must be able to work with HPI business structure, schedule, and processes, must be committed to delivering quality output, must have experience working with INGO/International companies. Proposal must include Management fees and SLA for the services stated above, preferred payment plan, airline partners and also referral or commendation message from at least three of your existing clients.

Submission

Interested firms should respond with a proposal via e-mail at Procurment-NG@heifer.org please send any additional questions to the same e-mail address no later than 5:00pm WAT, Friday, 16, September 2022 to receive response by Tuesday, 20 September 2022.

The proposals are due no later than 5:00pm WAT, Tuesday, 27 September 2022. Please quote **“Heifer Africa Travel Management Services”** Any late proposal submissions will not be reviewed. Only short-listed companies/consultants will be contacted.

Other Terms and Conditions

Reports. Contractor shall provide HPI with a written report or reports reflecting all Services performed and/or Goods provided, Fees received, expenses incurred, or other requested information, at times and in a format acceptable to HPI.

Termination/Expiration A Party may terminate this Agreement upon ten (10) days' prior written notice of termination sent to the other Party. Upon termination or expiration of the Agreement, Contractor shall immediately return all Confidential Information to HPI, along with any unearned Fees and all other HPI property in the possession of Contractor or its employees, contractors, or agents, including any Services, Goods, and/or Work Product for which HPI has paid or agreed to pay, and shall not maintain any copies whatsoever of said Confidential Information or property. Except as otherwise specifically set forth herein, HPI shall have no further obligations to Contractor upon termination or expiration of this Agreement.

Remedies The Parties agree that it may be impossible to measure in money the damages that shall accrue by reason of the failure of either Party to perform any of its obligations under this Agreement, and that any irreparable damage which would result from a breach or threatened breach of this Agreement may be remedied by specific performance, immediate injunction, or any other relief allowed by law.

Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date ("Prior-Owned IP") shall remain that Party's sole and exclusive property. With regard to any of Contractor's Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Non-Collusion In submitting this bid or proposal, the vendor certifies they have not, either directly or indirectly, entered into action in restraint of full competition in connection with this bid or proposal submittal to Heifer.

Whistleblower This policy was created in connection with Sections 806 and 1107 of the Sarbanes-Oxley Act. Heifer implemented this policy to maintain high standards of conduct and ethical behavior. Heifer Staff, Board members, and Vendors should report suspected waste, abuse, Fraudulent or Dishonest Conduct and/or violations of Heifer's Policies or applicable law (i.e. act as a Whistleblower). Heifer will investigate such claims, and will protect Whistleblowers who report them from retaliation, in the manner described in this policy.

Applicable Regulations Bidders must be legally registered/licensed to operate and provide the required services.