#

**Vision Development Organization**

**VDO**

**Expression of Interest**
**For Establishing a Long-Term Agreement (LTA) for the Provision of Travel Agency Services to VDO Offices**

**Reference Number**

**VDO-EOI-2025-001**

Issues by: Vision Development Organization

Author: Procurement Department, VDO

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# REQUEST FOR EXPRESSION OF INTEREST (REOI)

**Title: Establishing a Long-Term Agreement (LTA) for the Provision of Travel Agency Services to VDO Offices**

**Reference No.: VDO-EOI-2025-001**

**Issue Date: 26th June, 2025**

**Deadline for Submission: 10th July, 2025 4:00 PM Kabul Time**

## 1. Background

The Vision Development Organization (VDO) is seeking qualified and experienced travel agencies to submit an Expression of Interest (EOI) for establishing a Long-Term Agreement (LTA) for the provision of comprehensive travel services to support VDO operations.

These services may include, but are not limited to: domestic and international flight bookings, hotel reservations, airport transfers, visa assistance, and travel insurance. The LTA will serve as a framework agreement to ensure timely, cost-effective, and efficient travel arrangements for VDO staff and consultants across various project locations.

Interested and eligible travel agencies are invited to express their interest by submitting relevant company information, qualifications, and experience in providing similar services, particularly to non-governmental or international organizations.

This assignment is part of the **Vision Development Organization’s operational support framework**, funded under various donor-supported projects, which aims to **ensure efficient, timely, and cost-effective travel and logistical arrangements for staff and project stakeholders operating across Afghanistan** and Global.

## 2. Objective of the Assignment

The objective of this assignment is to establish a Long-Term Agreement (LTA) with a qualified and reliable travel agency that can provide efficient, flexible, and cost-effective travel services to support Vision Development Organization (VDO)’s operational and programmatic needs. The selected service provider will be responsible for facilitating domestic and international travel arrangements for VDO staff, consultants, and project stakeholders, ensuring high standards of service delivery, responsiveness, and compliance with VDO’s travel policies and donor requirements.

## 3. Scope of Work: The selected travel agency will be required to provide the following services:

**Domestic and International Flight Ticket Booking:**

* Arrange flight bookings for domestic and international destinations as per the VDO’s travel needs.
* Ensure the selection of the most cost-effective flight options, taking into account factors such as safety, convenience, and travel regulations.
* Provide at least three (3) flight options (where possible) for each requested booking, comparing different airlines and routes.

**Ticket Issuance and Delivery:**

* Timely issuance and delivery of tickets, whether electronic or physical.
* Provide tickets and travel documentation within the required timeframe and in line with the travel schedule.
* Ensure the ability to issue last-minute tickets when necessary due to urgent VDO travel.

**Travel Itinerary Management:**

* Provide a clear, detailed, and updated travel itinerary for each ticket issued.
* Offer modifications and cancellations to bookings with minimal additional cost and without compromising service quality.

**Travel Advisory and Support:**

* Offer advisory services on visa requirements, entry restrictions, health advisories, and other essential travel-related matters.
* Provide 24/7 customer service and emergency support to travelers.
* Notify travelers of any changes in flight schedules or cancellations and assist in rebooking as required.

## 4. Eligibility Criteria and Required Documents

Interested Travel agencies and consultancy services must provide the following:

* A cover letter expressing interest
* Have a valid travel agency license.
* Have previous experience in providing flight booking services specifically to INGO/NGOs.
* Have a network of partnerships with airlines and access to competitive fares.
* Be able to demonstrate strong financial and operational capacity to manage large-volume bookings.
* Having visible name and logo, this is required for easy access and physically interaction.
* Expert and responsive focal point must be introduced
* Having a proper electronic or physical filling system for record keeping and payments
* Having Bank account and TIN number
* Any relevant certifications and documents

## 5. Submission Guidelines

All EOIs must be submitted in English and include the above-listed documents. EOIs must be submitted to below address before 10th July,2025 COB.

Office Address: house No# 36, 4th street of Qali-e-fathullah, Kabul-Afghanistan

Deadline: 10th July,2025- 4:00 PM

Late submissions will not be considered.

Please submit all the documents in a single sealed envelop

## 6. Evaluation and Shortlisting

EOIs will be assessed based on the above Eligibility and required documents reference clause #4

Only selected suppliers will be contact for further process.

## 7. Disclaimer

This is not a Request for Proposal (RFP). Responding to this REOI does not guarantee that your organization will be selected to participate in further steps.

For any inquiries, please contact:

[Shamsulhaq Tahirzai]

[Procurement manager]

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