

ANNOUNCEMENT FORM OF A PUBLIC TENDER

Tender No: VQ-HRA-PT-202508-032

Tender Title: RFP – Visit Qatar – Travel Management Services for a period of 3 years

1	Project's brief:	Visit Qatar seeks to appoint a qualified and experienced Travel Management Company to provide comprehensive travel solutions for its employees and official representatives. The selected partner will be responsible for ensuring efficient, cost-effective, and policy-compliant travel arrangements, covering air tickets, hotel accommodation, ground transport, visa support, insurance, and other related services. The objective of this engagement is to streamline the travel process, enhance service quality, and provide reliable support for both routine business travel and high-profile events.	
2	Bid Validity Period	120 Days from Bid Closing Date.	
3	Tender Documents Available:	Interested companies may obtain the relevant tender documents from the Visit Qatar Tenders and Auctions Committee (VQTC@visitqatar.qa) upon providing proof of electronic transfer of the tender fees to Visit Qatar's bank account, as detailed below. Tenderers are instructed to clearly mention the tender number in the payment transfer or deposit details to ensure proper tracking and processing. <u>Visit Qatar Bank Account details:</u> Account name: Visit Qatar Account No.: 0013-197180-001 IBAN: QA84QNBA000000000013197180001 Currency: QAR	
4	Tender timeline:	Tender Issuance date	26/10/2025
		Queries and Clarifications Cut-off Date	10/11/2025
		Tender Closing	13/11/2025
5	Securities (Fees & Bonds)	Tender Fee	1,000 QAR
		Tender Bond, and its validity	100,000.00 QAR "One Hundred Thousand Qatari Riyals Only" Valid for 120 Days.
		Performance bond, and its validity	10% of Annual Contract Value, 300,000.00 (Three Hundred Thousand Qatari Riyals Only). Submitted within 15 Days from the signing of the Contract. Valid for 30 days beyond the expiry of the Contract.
6	Bid's submission Methodology	Technical Proposal Submission: VQTECH@visitqatar.qa Commercial Proposal Submission: VQ.COM@visitqatar.qa Tender Bond Physical Document: to be communicated with VQTC@visitqatar.qa on the time of delivery	
7	Condition:	Visit Qatar reserves the right, during the contract period and with the approval of the Tenders and Auctions Committee, to adjust the quantities of items, contracting works, services, or the project scope, either by increase or decrease, in accordance with the provisions of Visit Qatar's Tenders and Auctions Charter.	