

**REQUEST FOR PROPOSAL**  
**PROVISION OF FLIGHT BOOKING SERVICES**

**PRF NO: NG-0112-2022-CBMG**

**1. Introduction**

CBM Global Disability Inclusion works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. We work in over 20 countries, investing in long-term, authentic partnerships with the Disability Movement and multiplying our impact by delivering a combination of inclusive community-based programmes, advocacy for national and global policy change and inclusion advice to other organisations.

CBM Global has been supporting the Nigerian government through various implementing partners in interventions, such as eye health, mental health, obstetric fistula, humanitarian services and disability-inclusive development.

**2. Purpose of this Request for Proposal.**

CBM Global Nigeria Country Office is seeking proposal from interested and eligible companies to provide Flight Booking Services for the Country Office. The interested companies should clearly state its terms of engagement for both local and international flight booking services. The contract period will be one year with the option to renew for additional one-year subject to satisfactory and professional performance.

**PRF Number:** NG-0112-2022-CBMG

**Deadline for Submission:** 13th December 2022, 5:00pm local Abuja time

**3. Requirements for qualification.**

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of proposal. Proposals should be comprehensive and highlight how the company intends to meet up with our requirements as stated above, in addition to clearly stating service costs and/or rates of commission, proposals should include the following.

**(a.) Company Profile**

- (i.) Bidding company should provide a verifiable list of clients (INGO's, UN, Embassies preferred) with evidence of copies of contractual documents.
- (ii.) Explain clearly other services your company specializes in (Where Applicable)
- (iii) Evidence of membership in relevant national or international forum (Where Applicable)

**(b.) Registration Requirement**

- (i.) Evidence of registration with Corporate Affairs Commission
- (ii.) Copy of Memorandum and Article of Association

- (iii.) Copy of forms CAC2 and CAC7
- (iv.) Evidence of registration with relevant agencies (Where Applicable)
- (v) Provide evidence of financial standing and an updated audit report for the last 3 years ending in 2021
- (vi) Provide Tax Clearance Certificate for the last 3 years.

#### **4. With Holding-Taxes and VAT**

The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ. **According to the Nigerian withholding tax law, CBM Global is required to withhold the "subcontractor/vendor" taxes from the gross amount payable to all Nigerian for-profit.**

#### **5. Terms and Conditions**

This is a Request for Quotations only. Issuance of this Request for Quotation (RFQ) does not in any way obligate CBM Global to make an award or pay for costs incurred by potential tenderers in the preparation and submission of an offer.

#### **6. Submission**

The hard copy bid documents should be submitted to our address in a sealed envelope and labeled as '**Flight Booking Services**'

Address: CBM Global Disability Inclusion

No.8 Huambo Crescent, Off Harper Crescent, Zone 7, Wuse District,  
Abuja-FCT, Nigeria.

#### **7. Notification of the results:**

Only the successful bidder will be notified, and if you do not receive email communication within seven weeks after the expiring of the deadline for submission, consider your bid unsuccessful.

#### **8. CBM GLOBAL PROHIBITED CONDUCT – CORRUPTION AND FRAUD:**

CBM Global has a zero-tolerance policy towards fraudulent and corrupt practices. Compliance with CBM Global's Policy on Preventing Corruption and Fraud and the Counter Terrorism & Anti Money Laundering Policy is mandatory for staff, implementing partners, volunteers, contractors and related Third Parties.

CBM Global will take all suspicions of corruption seriously and assess, act upon, investigate and discipline all such cases as appropriate and in a professional, transparent, and fair manner.

#### **9. Disclaimer:**

This is only a Call for Proposal, CBM Global reserves the right to either amend or cancel it at any time with or without notice. In such cases, CBM Global shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their Proposals.

Any failure upon these engagements will involve the rejection of the Proposal formulated or, in case, the cancellation of the committed contracts

#### **10. Enquiry**

Enquiries or additional information may be made to CBM Global Disability Inclusion Office: exclusively by email to [EOI.Apply@cbm-global.org](mailto:EOI.Apply@cbm-global.org) with the subject stating the reference number and the service type. (e.g., Flight Booking Services