November 11, 2026

REQUEST FOR PROPOSAL (RFP)
TRAVEL AGENCY SERVICES TENDER
Reference: 2026/2027-TRAVEL-ADMIN-20261111

MÉDECINS SANS FRONTIÈRES — FRANCE IN NIGERIA LIMITED BY GUARANTEE (MSFF NIGERIA)
CAC REG NO. 8806116

MSF France's objective for this tender is to identify a suitable travel agency (or agencies) to provide comprehensive travel management services (domestic and international air ticketing, and related services) for its operations in Nigeria. We are seeking to establish a Framework Agreement with one primary agency and one formally established backup agency for a period of two (2) years, with the possibility of extension based on performance.
All technical questions and inquiries regarding this RFP must be directed in writing to:

Name: Wyclife Ouma Odida
Position: Supply Team Leader
Email: msff-abuja-stl@paris.msf.org
Phone: +234 (0) 7068908172

1. Introduction

Médecins Sans Frontières (MSF) is a private international association that provides assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF observes neutrality and impartiality in the name of universal medical ethics and the right to humanitarian assistance and claims full and unhindered freedom in the exercise of its functions. Members undertake to respect their professional code of ethics and to maintain complete independence from all political, economic or religious powers.

Currently MSF France is running three regular projects in three states these include a malnutrition activities' project in Katsina state, and a maternal health care project in Jigawa state with a country coordination office in Abuja FCT.

2. SCOPE

The scope of activities covered in this Request for Proposal is limited to the travel needs of **MSF France Nigeria Mission**. The scope concerns the travel agency services for MSF France staff (Nigeria Mission). They travel mainly to & from Nigeria from/to various origins & destinations both regional and international capitals as well as within Nigeria.

Spend 2025–2026 (Indicative):

Period	International Air Travel	Domestic Air Travel	Total
September 2025 – August 2026	~ EUR 250,000	~ EUR 62,000	~ EUR 312,000

(Approximate figures based on historical spend; MSF does not guarantee minimum or maximum volumes.)

3. RFP TIMELINE.

Activity	**Deadline**
Issuance of RFP	11 November 2026
Final Requests for Clarification	25 November 2026
Submission of Bids deadline	02 December 2026
Bidders Shortlisting	7 December 2026
Interviews / Presentations	14 December 2026
Final Selection	21 December 2026

4. **SUBMISSION INSTRUCTIONS**

Kindly send email to this email address: **msff-abuja-stl@paris.msf.org** requesting RFP documents and bidding form.

Proposals received after the deadline will be rejected.

All responses and documents must be submitted in English.

5.GENERAL NOTES

- Issuance of this RFP does not obligate MSFF Nigeria to enter into any contract.
- MSFF Nigeria reserves the right to cancel, modify, or suspend the tender process at any time without liability.
- All costs incurred by bidders during the proposal process are borne solely by the bidder.

MÉDECINS SANS FRONTIÈRES — FRANCE IN NIGERIA LIMITED BY GUARANTEE,
Technically represented by:

Pamela IGANZA
Human Resources Coordinator -Nigeria