



## **Invitation to Tender**

### **SERVICES FOR TRAVEL and STAY -Flights, Visa and Related Documents**

#### **I. Background**

CPCS is a Cambodian NGO working in the field of peacebuilding and conflict transformation in Asia. Our mission is to strengthen strategic intervention into armed conflict with the overall goal of reaching sustainable and positive peace in the Asia region. CPCS is home to a range of interconnected programmes and initiatives that are informed by on-going analysis and consultation with a myriad of local partners from the various contexts in which CPCS works, including Myanmar, the Philippines, Cambodia, and Sri Lanka.

CPCS is registered under the Ministry of Interior with registration number 314N, since 8 March 2008. CPCS is based in Siem Reap, with the address Ly Residence & Suites, Unit 501, Svay Dangkum Village, Svay Dangkum Commune, Siem Reap City, Siem Reap.

#### **II. Context and Purpose**

The Centre for Peace and Conflict Studies is looking for an accredited travel agency to partner with in facilitating flight travels, and related services, of CPCS staff and partners. The travel agency should be able to assist in obtaining necessary visa and Khmer visa extension for CPCS staff staying in Cambodia and in facilitating visa applications needed for staff travels.

The interested travel agency should have experience of at least 5 years in the relevant field and should have provided travel related services to various reputed organizations or agencies in Cambodia. The travel agency should have valid certification from various ministries in Cambodia related to registration, tourism and tax.



The travel agency should also be committed to CPCS Values (<https://www.centrepeaceconflictstudies.org/#ourvalues>) in its business and services.

### **III. Objectives & Deliverables**

Deliverables:

- For each flight request, to provide at least 3 flight options with rebooking and refundable conditions
- To provide advice on visa needs per passenger passport and per destination country
- To provide travel insurance for staff commencing travel from Cambodia
- To provide post ticket sales assistance such as monitoring passenger check-in
- To provide customer/passenger assistance in emergency situations.

### **IV. Methodology**

The travel agency will coordinate with CPCS Administration and Human Resource Coordinator.

### **V. Timeframe and Budget**

The travel service should be available from January 1, 2024 to December 31, 2024. Payment of service based on invoice sent by the travel agency.

### **VI. TECHNICAL REQUIREMENTS FOR APPLICATIONS**

KEY Requirements/Selection criteria:

- Travel business experience of at least 5 years.
- Registered with Cambodia law and relevant ministries
- Availability of staff with professional qualifications and technical abilities.

Deadline: Interested travel agency should send letter of intent with:

1. Copy of registration and related certificates
2. CV of Business owner
3. Flight quotations for the following details:
  - Travel date – January 2, 2024
    - Siem Reap to Chiang Mai, 1 adult with Sri Lanka passport
  - Travel date – January 5, 2024
    - Paris to Phnom Penh, 1 adult with Khmer passport
4. Process of invoice payment
5. Names and contact details of at least 3 groups/references serviced by the travel agency



CENTRE FOR PEACE &  
CONFLICT STUDIES

*Leadership and Facilitation for Lasting Peace in Asia*

Send application to the [centrepeaceconflictstudies@gmail.com](mailto:centrepeaceconflictstudies@gmail.com) by 30 November 2023 @5pm. Only shortlisted candidates will be contacted for interview.