Berghof Foundation

CALL FOR BIDS – TRAVEL AGENCY AND FLIGHT SERVICES

Dear Sir/ Madame,

The Berghof Foundation is seeking to engage service providers to enter into corporate framework agreements to provide reliable, high-quality travel support services throughout Somalia and the wider region. It is the intention to conclude with a corporate framework agreement for at minimum one year, which can be extended upon mutual agreement. Prices and services offered in the quotation will constitute the fixed[1] payable rates and conditions for any flight bookings and service orders placed during 2026-27. Adjustment to the pricing due to changing conditions are eligible upon mutual negotiation. The organization does not guarantee a minimum volume of business. Actual bookings will be confirmed via individual purchase orders.

All interested and qualified bidders are invited to submit their offer by filling in the bidder's form provided by the Berghof Foundation below or provide their own standard corporate agreement and price listing indicating all services specified in the bidders' form.

Evaluation Criteria & awarding procedure

Please note that the evaluation of bidders along with the final conclusion of the corporate framework agreement will be based on a selection of criteria indicating sufficient provision of items and services in addition to economic consideration, including:

- ☐ Price defined as the basic rates and variations for single-trip and round-trip regional and continental flights. All rates are preferably indicated in USD.
- ☐ Qualifying characteristics defined as the overall quality of provisional resources and services in compliance with the applicable laws ("suitability"). The criteria used for the purpose of assessing the overall quality include:
  - Visa Support Services: Logistical support in facilitating visas for Somali nationals to low threshold countries of interest, including Kenya, Djibouti, and Ethiopia.
  - Reliable Communication & Information sharing: Access to information and ability to book local and regional flights.

The evaluation of the criteria will be conducted using a scoring matrix (max. 100 points) in a 50:50 split between the price and the qualifying characteristics. Within the qualifying characteristics, each sub criteria a maximum score of 2 x 25 points can be achieved.

We look forward to receiving your quotation offers.

Sincerely,

The Berghof Foundation

1 Fixed rates qualify as reasonable, competitive pricing with fixed service fees. Fluctuations in pricing within the scope of the framework agreement requires communication.

Berghof Foundation

CALL FOR BIDS – TRAVEL AGENCY AND FLIGHT SERVICES FORM

Issued by (Name of Tavel Agency) _____

Reference Number of the offer: _____

Deadline for Submission: 29.08.2026 at somalia@berghof-foundation.org
Validity of Offer: Proposed quotation offer must remain valid until December 2027
Period covered by offer: 1 September 2026 – 31 December 2027.

Instructions to the bidder

Please complete Sections A - C by filling in your prices (preferably in USD) and answering YES or NO to indicate if you can book flights on each route. Submit signed offer with official agency stamp.

SECTION A: LOCAL FLIGHTS SOMALIA

Route (Departure – Destination)	**Region**	**General availabilities (Yes/No)**	**Average One-Way Fare (USD)**	**Average Roundtrip Fare (USD)**
Mogadishu (MGQ) – Jowhar	Hirshabelle	☐Yes ☐No		
Mogadishu (MGQ) – Beledweyne	Hirshabelle	☐Yes ☐No		
Mogadishu (MGQ) – Bullaburte	Hirshabelle	☐Yes ☐No		
Mogadishu (MGQ) – Balad	Hirshabelle			
Mogadishu (MGQ) – Dhusamareb	Galmudug	☐Yes ☐No		
Mogadishu (MGQ) – Abudwak	Galmudug	☐Yes ☐No		
Mogadishu (MGQ) – Guriel	Galmudug	☐Yes ☐No		
Mogadishu (MGQ) – Galkayo	Galmudug	☐Yes ☐No		
Mogadishu (MGQ) – Baidoa	Southwest	☐Yes ☐No		
Mogadishu (MGQ) – Barawe	Southwest	☐Yes ☐No		
Mogadishu (MGQ) – Hudur	Southwest	☐Yes ☐No		
Jowhar – Beledweyne		☐Yes ☐No		
Galkayo – Dhusamareb		☐Yes ☐No		
Other routes (list below)		☐Yes ☐No		

Additional route notes _____

_____.

SECTION B: REGIONAL & INTERNATIONAL FLIGHTS

Route (Departure – Destination)	**Region**	**General availabilities (Yes/No)**	**Average One-Way Fare (USD)**	**Average Roundtrip Fare (USD)**
Mogadishu (MGQ) – Garowe	Somalia	☐Yes ☐No		
Mogadishu (MGQ) – Hargeisa	Somalia	☐Yes ☐No		
Mogadishu (MGQ) – Nairobi,	Kenya	☐Yes ☐No		

Please submit the call for bid (Annex 1) & declaration of honour (Annex 2) to somalia@berghof-foundation.org

Mogadishu (MGQ) – Djibouti	Djibouti	☐Yes ☐No		
Mogadishu (MGQ) – Addis Abeba	Ethiopia	☐Yes ☐No		
Mogadishu (MGQ) – Asmara	Eritrea	☐Yes ☐No		
Mogadishu (MGQ) – Istanbul	Turkey	☐Yes ☐No		

SECTION C: ADDITIONAL TRAVEL-RELATED SERVICES

Please confirm by YES / NO and fill in prices:

Service / Package Details	**Price/Unit**	**General availabilities (Yes/No)**
Visa Facilitation Assistance, if applicable (e.g. to Kenya)	$_____	☐Yes ☐No
Rebooking / Change fee (per ticket)	$_____	☐Yes ☐No
Cancellation Fee (per ticket/nonrefundable portion)	$_____	☐Yes ☐No
24/7 emergency booking hotline, if available please indicate yes/no	$_____	☐Yes ☐No
Agency can rebook on alternative airlines same day in case of cancellations	N/A – state yes or no	☐Yes ☐No
Group booking discount (5+ passengers same route per trip)	_____% off fare	☐Yes ☐No
Cargo/Luggage shipment assistance (per kg), if needed	$_____	☐Yes ☐No
Corporate account – invoicing instead of upfront payment	N/A – state yes or no	☐Yes ☐No
Agency holds valid IATA/TAAA license	N/A – state yes or no	☐Yes ☐No

Taxes & service charges: _____% included or added separately. Please indicate for the latter.

_____

SECTION E: ADDITIONAL TERMS FOR CORPORATE FRAMEWORK AGREEMENT

- Framework validity: 1 September 2026 – 31 December 2027 (renewable and amendable upon mutual agreement) with a fixed rate.
- Minimum volume guarantee: None. Bookings will be placed on an as-needed basis.
- Pricing: Fixed per contract period upon signature with possibility for annual extensions after the initial period. Notification for fuel surcharges or airline-imposed increases required.

SECTION F: AGENCY DECLARATION

I confirm that the prices, services listed above are accurate for all service requests during 2026-27. I understand that this offer will be used as the baseline for a Corporate Framework Agreement and that individual orders will follow. The agency commits to honoring these rates and conditions for the 2026-2027 period unless otherwise agreed in writing.

Agency Name : _____

Authorized Signature: _____

Stamp: