



International Center for Research on Women (ICRW)

Request for Proposal:

Travel and Tour Agent for East Africa Trip 2017

Deadline for applications: **Monday, April 24, 2017 at 11:59 p.m. EST**

The International Center for Research on Women invites your firm to submit an application to serve as our travel and tour service provider and perform all the work required in accordance with this Request for Proposal (“RFP”). We are requesting travel and tour services for two weeks in October 2017 for a group of about 10 people that includes:

1. organization and coordination of safe, reliable ground transportation to business meetings and tourist sites in Entebbe, Bwindi and Kampala, Uganda; Mwanza and Dar es Salaam, Tanzania; and potentially Kigali, Rwanda;
2. booking and managing hotel reservations to secure the best possible rates at semi-luxurious to luxurious hotels;
3. coordination of flights within East Africa;
4. transporting guests from airports to hotels and vice versa;
5. organizing cultural or natural excursions; coordinating dining options;
6. planning and executing a short gorilla trekking safari in the Bwindi rainforest and a game drive in the Serengeti National Park; and
7. Any assistance with visas that may be required for guests coming from the US and UK.

All of these arrangements and services are to be secured well in advance of the trip to ensure the best rates, availability of flights and prime lodging, as well as ensure ICRW staff that everything is well organized ahead of time.

Background on ICRW

The International Center for Research on Women (ICRW) is a global research institute with headquarters in Washington, D.C., and regional offices in New Delhi, India and Kampala, Uganda. Our research evidence identifies women’s contributions as well as the obstacles that prevent them from being economically strong and able to fully participate in society. ICRW translates these insights into a path of action that honors women’s human rights, ensures gender equality and creates the conditions in which all women can thrive.

Scope of work

ICRW is looking for an all-inclusive travel and tour company with regional offices/representatives in Uganda, Rwanda and Tanzania to organize intercontinental flights, ground transportation, lodging, a gorilla safari tour of the Bwindi rainforest, a Serengeti game drive, and other activities that may be added later on for an ICRW field trip across East Africa. The trip will be joined by **approximately 10 people**. The itinerary below roughly outlines the timeline for this trip as well as the daily services that we are looking for.

Wednesday October 4 or Thursday October 5 – Saturday October 7

- Wednesday October 3 or Thursday October 4 - **Services required:**
 1. Flight options from Entebbe or Kigali to Bwindi air strip
 2. Ground transportation/pick up services for guests

3. Securing gorilla trek permits in advance
 4. Hotel/resort: please include hotels and resort options located in the Bwindi rainforest. We are specifically interested in the Lake Mutanda Resort, please include this as an option. Please include an account of all services offered at this resort/hotel. We expect you to negotiate the best possible rates for our group.
 5. Please also include pricing options for guests who will not be paying for a gorilla permit but instead taking part in other activities at the resort or nearby areas.
 6. Please include pricing options for both a one-day gorilla trek and a two-day gorilla trek. A two-day trek would indicate the group would travel to Bwindi on Wednesday October 4 and a one-day trek would mean the group would travel to Bwindi on Thursday October 5.
- **Saturday, October 7: Services required:**
 1. Flight options from Bwindi air strip to Entebbe and transport to the Kampala Serena Hotel. The Serena Hotel chain is the preferred lodging chain throughout this trip.
 2. Lodging for guests will be required for 4 nights, with a planned departure from Kampala on October 11. There may be other guests who will have required lodging at the Serena for 4-5 nights prior while other guests were doing the gorilla trek.
 3. Dinner arrangements for the evening

NOTE: If your company is NOT able to set up the gorilla trekking tour, then we will expect you to coordinate with a third-party vendor (a tour company that organizes gorilla trekking tours) to make all arrangements necessary for that portion of the trip.

- **Sunday October 8: Services required:**
 1. Day-long ground transportation and coordination of activities, such as a boat cruise on Lake Victoria, or a cultural tour of the Buganda Kingdom, or a visit to Wild Waters.
 2. Evening transportation to a dinner at a private residence
- **Monday, October 9 -Services required:**
 1. Ground transportation within Kampala
 2. Provide options for dining
- **Tuesday, October 10 -Services required:**
 1. Ground transportation within Kampala
 2. Provide options for dining
- **Wednesday, October 11 -Services required:**

1. Ground transport & airport transfer
 2. Flights: make flight reservations to transport guests from Kampala to Mwanza, Tanzania on this date with the best possible options for least number of layovers and flight duration
 3. Based on initial inquiries, it seems that the group may be required to overnight in Dar es Salaam or Nairobi before an early morning connecting flight to Mwanza on October 12. If this is the only option, ground transportation and lodging will be required that evening in either city, as well as dining arrangements.
- **Thursday, October 12 - Services required:**
 1. Airport pick up in Mwanza: Based upon initial inquiries, guests would be arriving in Mwanza around 8:00am. Pick up guests from Mwanza airport and drive to hotel for early check-in and breakfast.
 2. Lodging arrangements: We have indication the Hotel Tilapia is a suitable choice but would be happy to hear other options.
 3. Ground transportation in Mwanza:
 4. Provide dining options
 - **Friday, October 13 - Services required:**
 1. Ground transport: pick up guests from hotel at early hour and drive to the Serengeti for an early morning game drive. These tickets and a guide for the drive are to be secured by the tour company in advance.
 2. In the afternoon, drive guests back to the Serengeti for an evening game drive or a cultural show. After the night activity, drive guests back to the Serengeti lodge.
 3. Hotel/resort: if your company works with any of the resorts and hotels at the Serengeti, please include their rates and availability in your proposal for comparison to the Serena.
 4. Tickets and tour passes for the Serengeti: if your company can organize a tour of the Serengeti, please include that info in the proposal.
 - **Saturday, October 14 - Services required:**
 1. Ground transportation: transport guests from the Serengeti lodge/hotel to Mwanza
 2. Flights: if your company can organize comfortable and convenient flights from Mwanza to various parts of the United States and UK/Europe, please include this in your proposal.

In conclusion, as laid out in above agenda, we are looking for a travel and tour agency that can:

1. Provide airport pick up and drop off services in Entebbe, Kigali and Mwanza for 10+ guests.

2. Provide ground transportation for 10+ guests in Kigali/Bwindi (Oct 4-7), Entebbe (from October 7-11) and Mwanza (from October 12-14): safely transporting guests from airport to hotel or hotel to project sites/tourist attractions and back to hotel.
3. Manage flight reservations: this includes an option to fly from Entebbe airport to the airstrip by Bwindi rainforest, flight from Entebbe to Mwanza on October 11th and helping guests coordinate their return flights from Mwanza to US/UK/Europe.
4. Reserve and coordinate hotel bookings in Bwindi for the gorilla trek, Kampala, Mwanza and the Serengeti.
5. Work with ICRW staff to organize/coordinate entertainment and cultural events appropriate for our guests in Kampala and Mwanza.
6. Negotiate with vendors to receive best possible rates on tour packages and other expenses.
7. Organize a gorilla trekking tour of the Bwindi rainforest:
 - a. Secure gorilla trekking permits.
 - b. Provide additional options for entertainment to guests who do not want to participate in the safari.
8. Organize tour of the Serengeti

To apply for this request, please submit a detailed proposal including your response to each of the services requested, a line-item budget of your costs, previous client testimonials, and any supporting documents by **April 24, 2017** You may contact Julia at jdrost@icrw.org for any questions and clarifications.