

Media and Entertainment Skills Council

Request for Proposal (RFP) *Travel Services*

To Whom It May Concern:

I. Introduction:

Media and Entertainment Skills Council, hereinafter referred to as "MESC," is seeking proposals from experienced travel agencies to provide comprehensive travel services.

II. Scope of Work:

The selected travel agency will be responsible for the following scope of work:

1. Domestic and International Travel Arrangements:

- Arrange air travel, including flights, reservations, ticketing, and itinerary planning for MESC staff members and delegates.
- Facilitate visa processing and other required documentation for international travel.
- Provide travel insurance options for MESC travelers.

2. Taxi and Cab Services:

- Organize local taxi and cab services for MESC employees and guests.
- Ensure safe and reliable transportation to and from airports, meetings, and other destinations.
- Maintain a fleet of well-maintained vehicles and professional drivers.

3. Hotel Booking and Accommodation:

- Secure accommodation for MESC staff and delegates at domestic and international destinations.
- Negotiate favorable rates and terms with hotels and lodging establishments.
- Provide detailed information on hotel options and amenities.

4. Travel Itinerary Planning:



- Create comprehensive travel itineraries that include flight details, hotel reservations, transportation options, and meeting schedules.
- Ensure efficient and cost-effective travel arrangements.

5. Emergency Support:

- Offer 24/7 support for travel-related emergencies, including rebooking, cancellations, and changes.
- Provide assistance in case of unforeseen travel disruptions.

III. Proposal Submission:

Interested travel agencies are requested to submit their proposals electronically to info@mescindia.org no later than 25-April-2024. Proposals should include the following:

1. A cover letter expressing your agency's interest in this engagement.
2. A detailed overview of your agency, including its history, areas of expertise, and relevant experience in providing travel services.
3. An outline of your agency's approach to managing domestic and international travel, taxi and cab services, and hotel bookings.
4. A proposed fee structure, including commission rates, service charges, and any additional fees.
5. References from current or past clients who can provide insights into your agency's performance and capabilities.

IV. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the travel agency.
- Demonstrated understanding of MESC's travel requirements and preferences.
- Proposed travel management approach and customer support.
- Fee structure and overall cost-effectiveness.
- References and client testimonials.

V. Confidentiality:

All information provided in response to this RFP shall be treated as confidential and used solely for the purpose of evaluating proposals.

MESC appreciates your interest in collaborating with us and looks forward to receiving your proposal. If you have any questions or require clarification regarding this RFP, please do not hesitate to contact info@mescindia.org

Sincerely,

Media and Entertainment Skills Council