



Greater Sudbury  
Chamber of  
Commerce



Chambre de  
commerce  
du Grand Sudbury

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## **REQUEST FOR QUOTATION (RFQ)**

### **TRAVEL MANAGEMENT SERVICES**

### **GREATER SUDBURY CHAMBER OF COMMERCE**

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#### **Contact:**

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**RFQ Circulation Date: Friday, January 27<sup>th</sup>, 2017**

**Proposal Submission Deadline: Friday, February 3<sup>rd</sup>, 2017 @ 4:00 pm**

#### **SUMMARY**

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The Greater Sudbury Chamber of Commerce is soliciting proposals for professional services from TICO registered travel agencies in response to this Request for Quotation (RFQ) for travel management services to India, hosted by the Greater Sudbury Chamber of Commerce.

The intent of this RFQ is to select one vendor who will provide professional travel management services for members and non-members of the Greater Sudbury Chamber of Commerce. These professional services will be described in more detail later in the RFQ.

#### **PROPOSAL GUIDELINES**

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This is an open and competitive process to members in good standing of the Greater Sudbury Chamber of Commerce.

Proposals must be received by: **Friday, February 3<sup>rd</sup>, 2017 @ 4:00 pm**

The price quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. If your proposal offers a per passenger fee, please identify the amount as well as detailed explanation of all other charges.

This project will not necessarily be awarded to the vendor who submits the lowest price and the chamber reserves the right to add, modify, or delete proposal requirements or terminate the competitive process without awarding this project to a vendor.

Bidder's Expenses: Bidders are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the chamber, if any.

## **PURPOSE**

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The Greater Sudbury Chamber of Commerce has the responsibility of processing travel arrangements for members and non-members of the chamber. Individuals will be travelling to India for a 13 day vacation in October 2017. We are required to partner with a TICO registered travel agency who will have the responsibility of adequately processing all travel administrative tasks including but not limited to; travel booking, collecting travel fees and remitting to Indus Travel, VISA applications, meet with travelers, and complete necessary documentation, attend and market the trip at monthly chamber GSBX sessions, etc.

## **TIMELINE**

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Marketing for this trip will begin as soon as possible.

An information session will take place in early spring 2017 with Indus Travel, the tour group organization for this trip. The trip to India is scheduled for October 4 – 16, 2017.

## **ABOUT GREATER SUDBURY CHAMBER OF COMMERCE**

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The Greater Sudbury Chamber of Commerce is the #voiceofbusiness. The chamber is a not-for-profit, member-supported organization, and through the participation of its member volunteers on committees and task forces, works to influence municipal, provincial and federal legislation affecting over 900 business members and their 45,000+ employees.

Membership with the Greater Sudbury Chamber of Commerce is an investment that helps grow business, provides opportunities for networking, professional development, as well as a way to contribute to a thriving business environment in the City of Greater Sudbury. An investment in the chamber is an investment in the community.

## **CHAMBER LIAISON**

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### **President & CEO:**

Debbi Nicholson will be responsible for the sign-off on any key decisions. For the time being, Debbi Nicholson will be responsible for maintaining communication between travel agent, Indus Travel, members and the chamber.