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CIPOTATO.ORG
Street Address:
Av. La Molina 1895, La Molina, Lima, Perú

REQUEST FOR QUOTATION (RFQ)

Competitive Selection of Travel Agency Services for Perú

CENTRO INTERNACIONAL DE LA PAPA - CIP

I. INTRODUCTION

The International Potato Center (CIP), founded in 1971, is an international research institution dedicated to developing sustainable solutions to global challenges related to food security, poverty, nutrition, and sustainable natural resource management.

CIP is headquartered in Lima, Peru, and carries out research and collaboration activities across Asia, Africa, and Latin America. In close coordination with strategic partners, CIP promotes scientific research, technological innovation, and capacity strengthening in roots, tubers, and food systems.

CIP is part of CGIAR, a global partnership of organizations dedicated to research for a food-secure future, contributing to reducing rural poverty, improving food and nutrition security, strengthening human health, and promoting sustainable natural resource management.

II. OBJECT OF THE RFQ

CIP invites qualified and experienced travel agencies to submit technical and financial proposals for the provision of comprehensive corporate travel management services in Perú.

The selected agency will support CIP's official business travel requirements for staff, consultants, and visitors, including domestic and international travel, travel coordination, traveler support, reporting and analytics, and proactive cost optimization, in accordance with the Terms of Reference (TOR).

The detailed technical scope, service requirements, qualifications, service levels, reporting requirements, confidentiality provisions, and other conditions are established in the TOR, which forms an integral part of this RFQ.

III. RFQ SCHEDULE

No.	Activity	Date
1	Invitation to participating companies	10 de setiembre
2	Confirmation of participation	Del 11 al 16 de setiembre
3	Submission of questions/clarifications	Del 16 al 18 de setiembre
4	CIP response to questions/clarifications	23 de setiembre
5	Submission of technical and financial proposals	30 de setiembre
6	Opening and evaluation of proposals	01 de octubre
7	Identification of successful bidder and notification to bidders	09 de octubre

Questions and communications:

Questions related to this RFQ shall be addressed to the CIP contact person(s) designated in the invitation to participate.

CIP reserves the right to modify the dates of this schedule, if necessary, by communicating such changes to participating companies.

IV. SUBMISSION OF PROPOSALS

Participating companies shall submit a Technical Proposal and a Financial Proposal, both of which must fully address the requirements established in the Terms of Reference.

Proposals shall be clear, complete and sufficiently supported. Proposals that do not comply with the technical, administrative or financial requirements established in this RFQ and/or the TOR may be disqualified.

a. Technical Proposal

- Description of the proposed service and solution.
- Methodology and strategy for service delivery.
- Company profile and relevant experience.
- Experience supporting international organizations, NGOs, research institutions and/or multinational corporations.
- Relevant comparable projects and client references.
- Proposed service team and account management structure.
- Service Level Agreement (SLA) matrix, including response and resolution times, escalation procedures and 24/7 emergency support.
- Travel reporting and analytics capabilities, including dashboards and data access.
- Cost optimization methodology and measurable savings approach.
- Traveler support, duty-of-care and disruption management capabilities.
- Certifications and accreditations, if applicable.
- Any exclusions, assumptions and/or commercial conditions considered necessary by the bidder.

b. Financial Proposal

The Financial Proposal shall be presented in a clear, detailed and structured manner, identifying all applicable fees, commissions, service charges and other costs required for the provision of the services.

The bidder shall clearly indicate the pricing structure applicable to domestic and international air travel, hotel reservations, ground transportation, and any other services included in the proposed scope, as applicable.

All prices shall clearly indicate the applicable currency, taxes and any other charges. The bidder shall identify any costs that are not included in the quoted rates.

The financial proposal shall include all direct and indirect costs necessary for the proper provision of the services. No additional costs shall be recognized unless expressly included in the financial proposal and/or previously approved by CIP in accordance with the applicable contractual conditions.

Where applicable, bidders should identify any volume-based, transactional, management or other fee structure, as well as any discounts or cost-saving mechanisms offered to CIP.

V. INSTRUCTIONS FOR THE SUBMISSION OF PROPOSALS

Participating companies shall submit their proposals exclusively to the email addresses indicated in the invitation to participate.

The maximum date for submission of proposals will be: 30 de setiembre del 2026

The bidder shall send two separate documents:

- 1. Technical Proposal
- 2. Financial Proposal

It is recommended that both documents be clearly identified with the company name and the subject of the RFQ.

Proposals shall remain valid for the period applicable to the evaluation and award process.

All costs and expenses related to the preparation, development, submission and presentation of the proposal shall be borne entirely by the bidder. CIP shall not assume or reimburse such costs, regardless of the outcome of the selection process.

VI. PAYMENT, ADVANCE PAYMENT AND GUARANTEE CONDITIONS

The specific payment conditions, if applicable, as well as any requirements concerning guarantees, shall be established in the corresponding contract and/or purchase order, in accordance with CIP's applicable policies and procedures.

VII. PRE-BID MEETING / CLARIFICATIONS

CIP may organize clarification meetings or other communications with participating companies, as applicable, in accordance with the RFQ schedule.

Bidders shall be responsible for reviewing the RFQ and TOR and for raising any questions or requesting any clarification necessary to prepare a complete proposal.

VIII. EVALUATION AND SELECTION

Proposals will be evaluated by CIP in accordance with the criteria established in the Terms of Reference and the conditions of this RFQ.

CIP reserves the right to request clarifications or additional information from bidders during the evaluation process, without this necessarily implying acceptance of substantial modifications to the submitted proposals.

The award will be subject to the overall evaluation of the proposals and the final decision of CIP.

Indicative Evaluation Matrix

Evaluation Factor	Weight	Score (1-5)	Total
Company experience and relevant track record	20%	0/5	0.00
Technical proposal and service approach	30%	0/5	0.00
Service levels, reporting and traveler support	15%	0/5	0.00
Financial proposal / cost	35%	0/5	0.00
TOTAL	100%		0.00/5.00

IX. GENERAL CONDITIONS

Participation in this RFQ implies acceptance of the conditions established in the RFQ, the Terms of Reference and any other documents provided by CIP.

CIP may request additional information, clarifications or supporting documentation during the evaluation process.

The selected company shall comply with CIP's supplier registration and documentation requirements, as well as applicable institutional policies.

Award of the services shall be subject to the corresponding approval and execution of a contract between CIP and the selected company.

The International Potato Center (CIP) reserves the right to accept or reject, in whole or in part, any proposal received, as well as to cancel or declare the process unsuccessful, without creating any obligation toward participants, provided that CIP has not entered into the corresponding contract.

Commencement of services shall take place in accordance with the agreed schedule and the conditions established in the contract and corresponding Purchase Order.

X. PLACE OF SERVICE

The services will be provided in Perú, supporting CIP's official travel requirements and travelers as applicable. The selected agency shall have the capacity to provide domestic and international travel services and to support travel originating from or involving Perú.

The detailed operational arrangements, service channels and coverage requirements are established in the Terms of Reference.

XI. LETTER OF PRESENTATION

Lima, _____ 2026

To:
International Potato Center
Av. La Molina 1895
Lima – Perú

Ref. RFQ for Comprehensive Travel Agency Services for Perú

Dear Sirs/Madams:

Through this letter, our company _____, represented by Mr./Ms. _____, Legal Representative duly authorized according to Electronic Registry Entry _____, a copy of which is attached, hereby expresses its interest in participating in the selection process for the provision of travel agency services for CIP in Perú.

We certify that we have reviewed and understood the conditions required from participating companies and that we accept them in their entirety.

We are attaching the documentation demonstrating that our company meets the requirements established for participation.

Sincerely,

NAME AND SIGNATURE OF LEGAL REPRESENTATIVE

XII. BIDDER IDENTIFICATION

Bidder Information	
Company name	
Years in Business	
Main Clients (attach recommendation letters, if available)	
RUC	
Address	
Contact Person	
Position	
E-mail	
Telephone and/or Mobile	
Anual Sales	
2,023	
2,024	
2,025	
Name and Signature of Legal Representative	

XIII. VALUE ADDED OF THE COMPANY

Describe the benefits, services or differentiating capabilities that your company offers and that generate additional value for its clients.

Aspect	Yes/No	Description
Dedicated account management / specialized travel consultants		
24/7 emergency support		
Bilingual Spanish-English support		
Travel analytics and interactive dashboards		
Proactive cost optimization and savings identification		
Traveler tracking / duty-of-care capabilities		
Online booking tools		
Coverage and support for international travel		
Technology / digital solutions and automation		
Traveler satisfaction measurement		
Training or knowledge transfer to the client		
Relevant certifications or accreditations (IATA, ISO or others)		
Other additional benefits offered to CIP		

XIV. ENVIRONMENTAL SUSTAINABILITY (OPTIONAL)

Where applicable, describe the practices implemented by the company to reduce environmental impacts.

Aspect	Yes/No	Description
Has an environmental policy		
Implements appropriate waste management		
Implements energy or water saving measures		
Uses recyclable or sustainable materials		
Has environmental certifications		
Complies with applicable environmental regulations		