



SECTION V – SCHEDULE OF REQUIREMENTS

The detailed service specifications are outlined in the table below. Submitted documents will be evaluated for compliance and suitability. **Bidders must review each requirement carefully and indicate their response as either “Yes” or “No”.**

No.	Minimum Requirement/Specification	Bidder’s Response (Yes, No)	Marks
1	Provision of airline ticketing services		1
2	Service provider must prioritize WISOM requirements and always be available for bookings and cancellations		1
3	Deliver cost-effective and efficient air ticketing services by offering the best available discounted fares		1
4	Customize services to meet all air ticketing and related needs of WISOM		1
5	Prepare travel itineraries, air ticketing, visa processing, and cargo shipping plans for Windle		2
6	Utilize the most cost-effective routes and provide multiple ticketing options		1
7	Ensure maximum cost savings and minimal processing time for all ticketing plans		1
8	Include the most competitive fare quotes in all ticketing plans		1
9	Issue tickets based on the approved plan and quoted fare		1
10	Guarantee ticket delivery to Windle staff at no additional cost		1
11	Provide flight availability and timetables upon request		1
12	Keep Windle informed of current market fares, special deals, and promotional packages		1
13	Reconfirm flight bookings for staff		1
14	Make booking changes promptly upon request		1

SECTION VI: FINANCIAL (Service fee)

Service	Description	Service fee (USD)
Air Ticketing	Economy class ticket	
Visa Processing	Single-entry visa to Somalia	
Cargo Shipping	1kg parcel -in Country	
	1kg parcel -Outside Country	

***All quotations should be submitted back through this
Email: rfq-in-som@windle.org***