**ANNEX F**

**Case Studies**

Tenderers are requested to provide sample quotations and options for the following itineraries as part of the bid submission. All flights quoted must be in economy class.

**a). CASE I**

One of our travelers needs to fly from Kupang to Bangkok on 3rd May 2025 and then fly from Bangkok to Yangon on 9th, returning to Bangkok on 15th May 2025.

They will then need a flight from Bangkok to Geneva on 17th May 2025 and then from Geneva to Kupang on 21st May 2025.

The traveler will need to take 1x luggage.

Please provide a minimum of 3 itineraries & quotes for the most cost-effective journeys including proposed hotel bookings.

In your quote, please state applicable transaction fee and any applicable fees to change or cancel bookings for both flight and hotel.

The traveler has an Indonesian passport, please advise on any applicable visa requirements and fees to obtain the visas. If applicable, please include the process to obtain the visa(s) required.

**b) CASE II**

One of our Senior Managers regularly travels from Jakarta to Semarang.

The journey will be from 22nd May 2025, returning 25th May 2025 and will require hotel booking for the duration of the trip.

Please provide a minimum of 3 quotes comparing flight vs. train options and hotel options.

Please include applicable fees for changing/cancelling bookings as part of each quote.

**c) CASE III**

Each year Country Management Team hold a 3-day conference. There are 45 staff travelling from different offices of Plan Indonesia.

We are asking for you to provide 3 options for the destination and venue in Bali. Please include reasons for your selection and description of the venue.

**d) CASE IV**

We receive a deployment request to support emergency response and need an employee to start working in Bandung on 30th April 2025 which is in three days time. They will need to fly to Jakarta and take the train to Bandung with 1pc luggage. They will be flying from Lembata, Nusa Tenggara Timur.

The deployment is due to last 2 months but could be extended and so a flexible return ticket is required.

Please provide a minimum of 3 quoted itineraries for this journey including hotel options in Jakarta if needed. They do not require a hotel in Bandung.

Please include applicable fees for changing/cancelling bookings as part of each quote.