



DOCUMENT TITLE	Invitation to Tender MAG/2009/05/ Travel	DOCUMENT REFERENCE	CSS/ITT/05
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As a humanitarian organisation with programmes in 14 countries, MAG requires staff to fly between home locations, MAG HQ and their programme of work. As a result of this we are seeking bids for companies to provide national and international flights, visas, hotels and rail requirements.

MAG is seeking bids to be provided, in the most cost effective manner. We would prefer to select a single provider that offers us the complete service; however we reserve the right to reward one or more lots to different providers.

Below is a table of MAG's total volume and expenditure for travel 2008/2009

Volume and Costs of the above services through HQ 2008

	Volume	Costs £
Flights	580	336 298
National Visas	35	3 789
International Visas	13	1 820
Accommodation	126	15 130
Rail	154	8 078

Quotation requirement

- Please input your responses into the Travel request response table detailed in the word document/annex 4.