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Aqaba Community and Economic
Development (**ACED**) Program

Request for Proposal (RFP)
RFP-39-2012

Travel Logistics and Planning for Dubai Study Tour

The Aqaba Community and Economic Development (ACED) Program seeks the services of a **Travel agency or Event planning company** to provide logistics services for a 20-person, one-week study tour of government and public institutions in Dubai. The expected dates of the tour are from 10 to 16 March 2012.

Services required:

- Design a detailed itinerary and daily schedule.
- Coordinate with the relevant parties at the Executive Council of the Dubai Government to schedule meetings.
- Secure and issue visas and air tickets from Jordan to Dubai for participants.
- Organize accommodation, transportation, and other logistics in accordance with USAID regulations.
- Provide business expenses reports.

Eligibility requirements:

- Must be a Jordanian-registered entity.
- At least five years' experience specializing in events management or travel.
- Knowledge of entry visa issuance related laws, instructions, and requirements in Dubai.
- Positive references and cost effective.

Interested Jordanian companies should express interest via email by sending a written request by February 9, 2012 to info@aced-jordan.com and aced.jordan@gmail.com, referencing the post reference number in the subject line.

The detailed Request for Proposals will be posted on www.aced-jordan.com under the "RFPs" section on/about February 6, 2012.