



Badminton Confederation Africa

Invitation to Tender: Travel Agent Services for BCA Sports Foundation.

Tender Reference Number: BCASF-TA-2024

Issue Date: 06/06/2024

Closing Date: 06/07/2024

BCA Sports Foundation invites qualified and experienced travel agents to submit their proposals for providing comprehensive travel management services. The selected travel agent will be responsible for managing travel arrangements for BCA's Sports Foundation staff, officials, and teams across the African continent and internationally.

About the BCA Sports Foundation:

The "BCA Sport Foundation," registered in Mauritius as a charitable foundation, is the continental governing body for the sport of badminton in Africa. The foundation is committed to promoting and developing badminton across the continent, BCA Sports Foundation oversees a wide array of activities and events that support the growth of the sport at all levels.

Our Activities:

- **Tournaments and Competitions:** BCA Sports Foundation organizes and facilitates numerous regional and continental tournaments, including the All-Africa Championships, the All-Africa, Schools, under 15 and 19 Championships, and various international opens. These events require the coordination of travel for players from all over Africa to compete at different venues worldwide.
- **Coach Education and Development:** BCA Sports Foundation is dedicated to enhancing the skills of badminton coaches through structured education programs and workshops. This involves sending coaches to various international training centers and bringing international experts to Africa for knowledge exchange programs.
- **Technical Officials Development:** We conduct training and certification programs for technical officials, including referees and umpires. These officials travel extensively to officiate at national and international tournaments, ensuring the highest standards of competition.
- **BCA Sports Foundation Staff and Council Activities:** The core BCA Sports Foundation team, including staff members and council members, frequently travels to attend meetings, conferences, and to oversee the implementation of various projects and events. These travels ensure the smooth operation and governance of badminton activities throughout the continent.
- **International Representation:** BCA Sports Foundation represents African badminton on the global stage, participating in events organized by the Badminton World Federation (BWF) and other international bodies. This necessitates travel to global events, conferences, and meetings.

Travel Requirements:

Throughout the year, the BCA Sports Foundation facilitates extensive travel for:

- Players participating in competitions and training camps.
- Coaches attending education programs and international workshops.
- Technical officials officiating at tournaments.
- BCA Sports Foundation staff members and council members attending meetings and conferences.

Why Partner with BCA Sport Foundation:

As BCA Sports Foundation continues to expand its reach and impact, the need for a reliable and efficient travel partner becomes paramount. The selected travel agent will have the opportunity to manage the diverse travel needs of our organization, ensuring that our athletes, coaches, officials, and staff can focus on their roles without the added stress of travel logistics.

To support our travel needs, BCA Sports Foundation seeks a dedicated and efficient travel agent capable of managing complex travel itineraries, ensuring cost-effective solutions, and providing excellent customer service. We invite qualified travel agents to bid for the opportunity to become our trusted partner in delivering seamless travel experiences for our stakeholders.

By partnering with BCA Sports Foundation, travel agents will contribute to the development of badminton in Africa and support our mission to elevate the sport to new heights.

Scope of Services:

1. Booking of air travel.
2. Providing travel insurance assistance.
3. Support visa process with provision of dummy tickets.
4. Managing travel itineraries and changes efficiently.
5. Ensuring cost-effective travel solutions while maintaining high service standards.
6. Offering 24/7 support for travel emergencies and inquiries.
7. Providing detailed travel reports and invoicing.

Eligibility Criteria:

- Registered and licensed travel agency with at least 5 years of experience.
- Proven track record of managing travel for large organizations or sports federations.
- Ability to provide a dedicated account manager for BCA Sports Foundation.
- Strong network of airline partners.
- Excellent customer service and communication skills.
- Ability to handle last-minute changes and emergency travel needs.

Submission Requirements:

Interested travel agents are required to submit the following documents:

1. Company profile, including experience and qualifications.
2. List of key personnel and their qualifications.
3. Detailed proposal outlining the services provided, pricing structure, and any value-added services.
4. References from previous or current clients.
5. Copies of relevant licenses and registrations.

Submission Process:

Electronic submissions to be sent to the CEO at j.shigoli@badmintonafrika.com with the subject line "Tender for Travel Agent Services - BCASF-TA-2024".

Deadline for Submission:

All proposals must be received by the 28/06/2024.

Late submissions will not be considered.

Evaluation and Selection:

Proposals will be evaluated based on the following criteria:

- Experience and qualifications.
- Quality and comprehensiveness of the proposal.
- Cost-effectiveness.
- References and past performance.
- Ability to meet BCA's Sports Foundation specific travel needs.

Important Notes:

- BCA Sports Foundation reserves the right to accept or reject any or all proposals without assigning any reason.
- Only shortlisted candidates will be contacted for further discussions.
- Any attempt to influence the tender process will lead to disqualification.
- Tender open to both international and local travel agents

For any inquiries, please contact j.shigoli@badmintonafrika.com

We look forward to receiving your proposals and working with a dedicated travel agent who can meet our travel needs efficiently and effectively.

Jeff Shigoli
BCA CEO

