



**RISE TO INSPIRE  
AFRICA INITIATIVE**  
IMPROVING LIVES, PRIOTIZING HUMANITY

## **REQUEST FOR QUOTATION (RFQ)**

### **INTERNATIONAL TRAVEL, VISA ASSISTANCE & TRAVEL INSURANCE**

#### **Organizational Overview**

Rise to Inspire Africa Initiative (RIA) is a youth-led, impact-driven, and result-oriented non-profit organization committed to addressing the needs of vulnerable and marginalized populations across sub-Saharan Africa. Through capacity building, advocacy, empowerment, and community-focused interventions, RIA works to support women, children, and conflict-affected individuals to achieve resilience, equal opportunity, and self-reliance.

#### **Details**

We are currently seeking quotations from travel service providers for flight tickets, visa processing/support, and travel insurance for two delegates who will be travelling to Maseru, Lesotho, to attend a side event.

Please find the proposed travel details below:

1. STAFF 1:
  - Route: Maiduguri - Abuja - Maseru, Lesotho
  - Departure: 6 October 2026
  - Return: 20 October 2026
  - Class: Economy (return)
2. STAFF 2:
  - Route: Yola - Abuja - Maseru, Lesotho
  - Departure: 6 October 2026
  - Return: 20 October 2026
  - Class: Economy (return)

For the above travel arrangements, kindly provide a quotation covering the following:

#### **A. Flight Tickets**

- i. Return economy airfare for each traveler
- ii. Base fare, applicable taxes and airline charges
- iii. Travel agency/service charges
- iv. Baggage allowance included in the fare and applicable excess baggage charges
- v. Fare validity
- vi. Change, cancellation and refund conditions



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- vii. Please also advise whether an alternative return date close to 20 October 2026 would provide a significantly lower fare.

### **B. Visa Processing/Support**

- i. Lesotho visa application/processing support
- ii. Applicable visa/government fees
- iii. Visa processing/service charges
- iv. Current visa requirements and estimated processing timeline
- v. Any other mandatory visa-related costs

### **C. Travel Insurance**

- i. Travel insurance covering the full duration of the trip
- ii. Medical and emergency coverage
- iii. Policy limits, key benefits and exclusions
- iv. Applicable insurance premium/service charges

### **D. Transit Requirements**

- i. Confirmation of any transit visa or other entry/transit requirements applicable to the proposed flight routing
- ii. Where applicable, please indicate the associated fees separately.

For ease of comparison and evaluation, we kindly request that all costs be **itemised separately, distinguishing between government/airline charges and your agency/service charges**. Please provide the **total cost per traveler in both USD and Nigerian Naira**, indicating the exchange rate used for the Naira equivalent.

Should you require any additional information to prepare the quotation, please do not hesitate to contact us.

Thank you, and we look forward to receiving your quotation.