

**CRDF GLOBAL  
REQUEST FOR PROPOSAL  
RFP REQ25-1131**

**Deadline: 15 December 2025, 8:00 PM (Jordan Time)**

**Summary:**

CRDF Global is seeking qualified service providers to enter into a Blanket Purchase Agreement (BPA) to deliver comprehensive Travel and Event Management Services in Iraq and the Kurdistan Region. The selected vendor(s) will provide logistical, travel, visa, interpretation, and event coordination services to support CRDF Global programs implemented in Iraq and neighboring countries. The purpose of this RFP is to establish a long-term, flexible agreement to ensure reliable and compliant support for CRDF Global's operations and events in the region.

**Tasks and Deliverables:**

The selected contractor(s) shall provide the following services as requested by CRDF Global during the agreement period:

**1. Participant Communication**

- Communicate with participants to collect all required documentation for visa and ticket processing.
- Send pre-departure emails with trip information and instructions.
- Maintain professional and timely communication, including with senior Iraqi government officials.

**2. Visa Facilitation**

- Advise on required documentation and recommend the most suitable visa type for Iraqi nationals.
- Schedule visa appointments and submit requests on behalf of participants.
- Escort participants to visa centers as needed.
- Securely transfer passports between Iraq and third countries where official representation does not exist.

**3. Flight Booking**

- Arrange flights when options are not available or suitable through CRDF's Concur system.
- Provide competitive itineraries, secure bookings, and issue electronic tickets.

**4. Hotel and Venue Arrangements**

- Arrange accommodation in 4–5 star hotels in Baghdad, Erbil, and other regional hubs.
- Coordinate with hotels for bed & breakfast arrangements and event space rental.
- Ensure appropriate meeting venues, seating, and technical setups.

## **5. Catering Services**

- Arrange breakfast, lunch, dinner, and coffee breaks.
- Provide boxed meals for field visits.
- Accommodate dietary restrictions where applicable.

## **6. Interpretation and Translation**

- Provide simultaneous and consecutive interpretation in Arabic and Kurdish.
- Ensure interpreters are native to Iraq/Kurdistan.
- Supply and set up interpretation equipment (booths, receivers, microphones, etc.).
- Translate training and workshop materials, including Kurdish translations as required.

## **7. A/V Equipment and Printing**

- Supply necessary A/V and presentation equipment (sound system, projector, laptop, clicker, flip charts).
- Print and distribute name tags, certificates, signage, and training materials.

## **8. Onsite Support**

- Provide logistical assistance during workshops or trainings.
- Manage registration, participant support, and coordination with CRDF staff.

## **9. Transportation**

- Arrange airport pick-up/drop-off and local transportation for site visits.
- Ensure vehicles are insured, safe, and operated by licensed drivers.

## **10. Financial Management**

- Distribute participant per diem payments and collect signed receipts.
- Distribute internet stipends when required for virtual participation.
- Submit payment acknowledgment reports to CRDF Global.

Deliverables

The contractor must deliver the following :

Task Area	Deliverable	Performance Indicator
Visa Facilitation	Real time updates on application status, visa processed, and passport returned	, 100% accuracy in documentation, on-time submission and delivery, no returned or rejected applications due to administrative error
Travel Booking	Confirmed airfare, e-tickets, and itineraries, cost-effective routing aligned with USG Fly America Act (if applicable), and 24/7 support for flight disruptions or changes	Competitive pricing and compliance with CRDF/USG travel policies, Error-free bookings (names, dates, routes) and Timely communication of any schedule changes
Accommodation	Hotel booking confirmations, Rooms aligned with CRDF standards, safety requirements, and USG per diem rates, and daily rooming list updates and special requests managed	Alignment with CRDF standards, zero booking errors or overbookings, and participant satisfaction with hotel quality, location, and safety
Interpretation	High quality simultaneous/consecutive interpretation and functioning equipment	Participant satisfaction and clarity of communication, no equipment failures during sessions, and Professional, accurate, and context-appropriate interpretation
Event Logistics	Venue setup, meals, and workshop materials prepared	Timely and complete setup before start of event, no disruptions due to logistical or technical issues, and smooth participant experience and positive feedback
Financial Reporting	Accurate distribution of per diem and signed per diem acknowledgments,	Accurate, complete, and fully reconciled financial documentation, submission within agreed deadlines, compliance with CRDF, USG, and audit standards

### **Contractor Requirements:**

#### 1. Legal & Financial

- Legally registered entity authorized to operate in Iraq.
- Bank account outside Iraq for smooth international transactions.

#### 2. Compliance & Documentation

- Agreement to 30-day payment terms.
- Willingness to undergo reference checks.
- Capacity to protect confidential data and sign NDAs.

#### 3. Experience & Quality

- Proven experience in travel/event management and interpretation in Iraq and Kurdistan.
- Familiarity with U.S. government-funded projects and compliance standards.
- Demonstrated ability to manage last-minute changes and risks in challenging operating environments.
- 24/7 availability for urgent requests and responsive communication.

### **Proposal Requirements:**

- Statement of Interest and Technical Proposal (describing approach, capacity, and service delivery methods).
- Cost Proposal (in the attached tables — both itemized and summary versions).
- CVs of key personnel or interpreters.
- List of Similar Experience and References.
- Proof of Legal Registration and Banking Capacity.

### **Timetable:**

**9 Dec 2025: RFP Questions due**

**11 Dec 2025: RFP Questions & Answers released**

**15 Dec 2025: RFP submissions due**

**5<sup>th</sup> Jan 2025: Contract start date**

### **Contractor Selection Criteria:**

CRDF Global will select the contractor that provides the best value in terms of overall price and experience. The contractor should have proven experience working with Travel and Event Management Services for Iraq and Kurdistan

CRDF Global prioritizes a safe and collaborative work environment in which diversity, equity, and inclusion is championed and discussed. CRDF Global provides equal employment opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, and gender

identity, national origin, protected veteran, or disabled status. We are dedicated to creating and maintaining a respectful work environment that is safe, engaging, and comfortable for all.

**Submission:**

Proposals should be submitted to [habusaoud@crdfglobal.org](mailto:habusaoud@crdfglobal.org) & [dfares@crdfglobal.org](mailto:dfares@crdfglobal.org) , no later than **15 December 2025, 8:00 PM (Jordan Time )**. Proposals should be submitted as electronic documents in PDF, Word or Excel format.

**Background:**

CRDF Global is an independent nonprofit organization founded in 1995 in response to the collapse of the Soviet Union and the threat of large-scale proliferation of weapons technology from the region. With support authorized by the Nunn-Lugar Act of 1991 and the Freedom Support Act of 1992, as well private foundation contributions, CRDF Global embarked on bolstering the global scientific community and fostering alternatives to weapons research.

In the past 25 years, our work has expanded to address ever-changing global concerns, but our commitment to ensuring the success of our partners remains the same. We are a leading provider of flexible logistical support, program design and management, and strategic capacity building programs in the areas of higher education, CBRNE security and nonproliferation, border security, cybersecurity, global health, technology entrepreneurship, and international professional exchanges.

With offices in Arlington, VA; Kyiv, Ukraine; and Amman, Jordan, CRDF Global's diverse staff and networks of local community and government stakeholders deliver tailored programs that meet specific regional needs in over 100 countries across the globe.

Vision Statement:

Our world, healthy, safe, and sustainable.

Mission Statement:

Safety, security, and sustainability through science, innovation, and collaboration.

Values:

We do the right thing.

We care about each other and the people we work with.

We work together to deliver excellence

CRDF Global provides equal opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran, or disabled status. We are committed to prioritizing an inclusive and collaborative space in which diversity and equity is discussed, championed, and supported. We acknowledge and honor the fundamental value and dignity of all individuals. We pledge ourselves to creating and maintaining an environment that respects diverse traditions, heritages, and experiences.

More information is available at [www.crdfglobal.org](http://www.crdfglobal.org).

**Solicitation Terms & Conditions:**

Right to Select Suppliers. CRDF Global reserves the right to negotiate with and select all qualified suppliers at its own discretion and is not obligated to inform suppliers of the methods used in the selection process. CRDF Global reserves the right to dismiss any and/or all suppliers from the bid process and reject any and/or all proposals.

Obligation. This RFP does not bind nor obligate CRDF Global in any way. CRDF Global makes no representation, either expressed or implied, that it will accept or approve in whole or in part any proposal submitted in response to this RFP. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

Notification. CRDF Global will notify bidders following completion of the evaluation process, as to whether or not bidders have been awarded the contract. The only information regarding the status of the evaluation of proposals that will be provided to any inquiring bidder shall be whether or not the inquiring bidder has been awarded the contract. CRDF Global may, at its sole discretion, inform any inquiring bidder of the reason(s) as to why it was not awarded the contract.

Binding Period. Following the due date of submission of this Proposal, the pricing included in this RFP shall be binding upon the supplier for the duration of the contract.

Hold Harmless. By submitting a response to the RFP, bidder agrees that CRDF Global has sole discretion to select any and/or all suppliers. During or following the conclusion of this process, bidders waive their rights to damages whatsoever attributable to the selection process, materials provided, supplier selection, or any communication associated with the RFP process and supplier selection.

Transfer to Final Contract. The terms and conditions of the RFP, including the specifications and the completed proposal, will become at CRDF Global's sole discretion, part of the final contract (the "Agreement") between CRDF Global and the selected bidder. In the event that responses to the terms and conditions will materially impair a bidder's ability to respond to the RFP, bidder should notify CRDF Global in writing of the impairment. If bidder fails to object to any condition(s) incorporated herein, it shall mean that bidder agrees with, and will comply with the conditions set forth herein.

Exceptions. Any exceptions to the terms and conditions or any additions, which bidder may wish to include in the RFP, should be made in writing and included in the form of an addendum to the applicable Section in the RFP.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFP by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFP. The information contained in this RFP and disclosed during the course of negotiations and communications are proprietary in nature and under no circumstances to be disclosed to a third party without prior written consent from CRDF Global.

Supplier Proprietary Information. Information contained in the response to this RFP will be considered proprietary in nature if marked "confidential" or "proprietary". Such marked documents will not be disclosed to third parties outside CRDF Global with the exception of retained consultants under contractual confidentiality agreements.