



INVITATION TO TENDER

Tender Reference: TD 26/001/HN-VN

Tender Title: **Framework Agreement for Travel Management Services – 12 Months**
(01 December 2026 – 30 November 2027, with an option to extend subject to satisfactory performance)

Dear Sirs,

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Oxfam confederation currently has 21 member organizations working in 79 countries. We share a vision of a just and sustainable world. A world where people and the planet are at the center of our economy. Where women and girls live free from violence and discrimination. Where the climate crisis is contained. And where governance systems are inclusive and allow for those in power to be held to account.

Oxfam in Vietnam believes that a reduction in poverty, injustice, and inequality will occur through the interaction between active citizens, accountable states and responsible private sector, and that it is fundamental to Vietnam's development. Oxfam in Vietnam contributes to a shift from the current growth-based development model to a Human Economy that cares about People and the Planet.

Oxfam are conducting a tender process within Vietnam and invites your submission of a proposal to provide Oxfam, within their requirements, for:

Framework Agreement for Travel Management Services

(Domestic & International Air & Rail Ticketing, Travel Insurance, and Corporate Account Management)

as per the conditions detailed in the Tender Dossier.

Tender dossier can be obtained by interested parties from:

Mrs/Mr : Ms. Le Thi Hoa Mai
Position : Operations & Procurement/Logistics Focal Point
Tel : +84 24 3945 4448
Email: HR.Vietnam@oxfam.org

or at the below address :

Oxfam in Vietnam
22 Le Dai Hanh Street, Hai Ba Trung District, Hanoi, Vietnam
Between 8:30 am - 5:00 pm (Hanoi time) Monday to Friday.

The deadline for the collection of the Tender Dossier & raising clarification questions is **18 October 2026 at 5:00 pm (Hanoi time)**.

The deadline for submission of tenders is **25 October 2026 at 5:00 pm (Hanoi time)** upon conditions in the tender dossier.

Oxfam does not bind itself to award the tender to the lowest offer and reserves the right to accept the whole or part of the tender.

We look forward to receiving a proposal from you and thank you for your interest in our account.

Yours sincerely,

Oxfam Procurement