

## ANNOUNCEMENT FORM OF A PUBLIC TENDER

**Project:** Appointing a Manpower Supply Agency on a call off basis

**Tender No:** VQ-HRA-PT-202501-003

**Tender Title:** RFP – Visit Qatar – HR & Admin – Appointing a Manpower Agency on call off basis

<b>1</b>	<b>Project's brief:</b>	Visit Qatar seeks to acquire the services of a Manpower Agency on Call-Off Basis to supplement the organisation with professional & skilled resources across the organisation when needed.	
<b>2</b>	<b>Bid Validity Period</b>	All Tenders will remain valid and open for acceptance for a minimum period of <b>Ninety (90) days</b> from the Deadline and unless extended on mutual agreement between the Principal and the Tenderer in writing.	
<b>3</b>	<b>Tender Documents Available:</b>	Interested companies may obtain the relevant tender documents from the Visit Qatar Tenders and Auctions Committee (VQTC@visitqatar.qa) upon providing proof of electronic transfer of the tender fees to Visit Qatar's bank account, as detailed below:  Visit Qatar Bank Account details:  Account name: Visit Qatar Account No.: 0013-197180-001 IBAN: QA84QNBA00000000013197180001 Currency: QAR Tender Fees: QAR 1,000	
<b>4</b>	<b>Tender timeline:</b>	<b>Tender Issuance date</b>	Sunday, 23 <sup>rd</sup> February 2025
		<b>Queries and Clarifications Period</b>	24 <sup>th</sup> February 2025 to 10 <sup>th</sup> March 2025
		<b>Tender Closing</b>	Wednesday 26 <sup>th</sup> March 2025, no later than 1:00 pm, Doha Time
<b>5</b>	<b>Securities (Fees &amp; Bonds)</b>	<b>Tender Fee</b>	QAR 1,000
		<b>Tender Bond, and its validity</b>	QAR 123,300 valid for a minimum of 120 Days from the bid submission deadline.
		<b>Performance bond, and its validity</b>	10% of Contract Value each year and must remain valid starting from the date of contract signing and extend for an additional 30 days beyond contract's expiration date.
<b>6</b>	<b>Bid's submission Methodology</b>	Technical Proposal Submission: <a href="mailto:VQTECH@visitqatar.qa">VQTECH@visitqatar.qa</a> Commercial Proposal Submission: <a href="mailto:VQ.COM@visitqatar.qa">VQ.COM@visitqatar.qa</a> Tender Bond Physical Document: to be communicated with <a href="mailto:VQTC@visitqatar.qa">VQTC@visitqatar.qa</a> on the time of delivery	
<b>7</b>	<b>Tender Submission Method</b>	Technical Proposal Submission: <a href="mailto:VQTECH@visitqatar.qa">VQTECH@visitqatar.qa</a> Commercial Proposal Submission: <a href="mailto:VQ.COM@visitqatar.qa">VQ.COM@visitqatar.qa</a> Tender Bond Physical Document: to be communicated with <a href="mailto:VQTC@visitqatar.qa">VQTC@visitqatar.qa</a> on the time of delivery	
<b>8</b>	<b>Condition:</b>	Visit Qatar reserves the right, during the contract period and with the approval of the Tenders and Auctions Committee, to adjust the quantities of items, contracting works, services, or the project scope, either by increase or decrease, in accordance with the provisions of Visit Qatar's Tenders and Auctions Charter.	