**ANNEX I**

**Case Studies**

Tenderers are requested to provide sample quotations and options for the following itineraries as part of the bid submission. All flights quoted must be economy class.

**a)**

One of our travelers needs to fly from Bangkok to Bucharest on Thursday 29th February 2024 and then fly from Bucharest to Chisinau on Friday, 15th March, and Chisinau to Warsaw on Wednesday 20th March.

Later they will then need a flight from London Heathrow to Chisinau on Monday 25th of March and then from Chisinau to Bucharest on Monday 1st of April.

The traveler will need to take 2x luggage.

Please provide a minimum of 3 itineraries & quotes for the most cost-effective journeys including proposed hotel bookings.

In your quote, please state applicable transaction fee and any applicable fees to change or cancel bookings for both flight and hotel.

The traveler has a passport from Ethiopia, please advise on any applicable visa requirements and fees to obtain the visas. If applicable, please include the process to obtain the visa(s) required.

**b)**

One of our Senior Managers regularly travels from Warsaw to Chisinau.

The journey will be from 10th July, returning 13th July and will require hotel booking for the duration of the trip.

Please provide a minimum of 3 quotes comparing flight options and hotel options.

Please include applicable fees for changing/cancelling bookings as part of each quote.

**c)**

A staff member needs to book a flight from London, to Warsaw, arriving by 2nd September and departing on 6th September.

Luggage: n/a

Please provide a minimum of 3 quotes for this journey.