



## **Request for Proposal**

Meridian Global Insights Mission | Saudi Arabia and Oman

### **1. Statement of Purpose**

Meridian is soliciting proposals from experienced travel agencies that can demonstrate the following:

- Support the planning and execution of a luxury delegation trip to Saudi Arabia and Oman in November 2026.
- A deep knowledge of Saudi Arabia and Oman, including luxury accommodations, cultural and culinary experiences, and curated historical or artistic offerings.
- A trusted partner, with a proven track record of delivering seamless logistics, world-class experiences, and responsive on-the-ground support.
- A demonstrated proficiency in dealing with high level individuals.
- A commitment to effectively addressing travel-related problems or emergencies that may arise during travel around Saudi Arabia and Oman.
- An ability to leverage strong in-country networks to provide unique, “WOW” moments for delegation participants.

### **2. Background Information**

Meridian is a nonpartisan center for diplomacy founded in 1960 and headquartered on a historic campus in Washington, D.C. Our mission is to empower leaders to advance the next era of diplomacy. Our programs strengthen American leadership by accelerating collaboration on shared challenges, increasing economic competitiveness, and building geopolitical resilience. We equip leaders from business, science and technology, cities and states, culture and sports with insights, networks, and resources to navigate a complex world.

Meridian regularly organizes ‘Global Insights Delegations’ across the globe to immerse our leadership in different cultures and strengthen cultural and economic connections with key members of the global community. Recent delegation destinations have included Istanbul and Ankara, Türkiye; Osaka, Japan; as well as Delhi, Jodhpur, and Agra, India.

### **3. Scope of Work**

Meridian is interested in securing the highest-quality travel agency services. The selected travel agency will be responsible for designing, coordinating, and executing a seamless, high-end delegation trip to Saudi Arabia and Oman. The program will involve senior-level



participants and require exceptional attention to detail, cultural fluency, and responsiveness.

The Vendor shall provide domestic travel services for the delegation and Meridian employees while participants are in Saudi Arabia and Oman.

The Vendor shall provide for a delegation of a minimum of 20 delegates, plus five Meridian staff members.

#### **A. Travel**

- Timely and accurate source of various transportation options within Saudi Arabia and Oman, ensuring the most expeditious routes while considering cost parameters and the needs of the delegation.
- **Please note:** Delegation participants will be charged with acquiring their own flights from the **United States/country of origin to Saudi Arabia and from Oman to the United States/country of origin.**
- Purchase tickets for a delegation of approximately 25 travelers and Meridian staff on the same route to travel to activities and meetings within Saudi Arabia and Oman.
- The vendor will procure travel reservations, issuance, and delivery of E-tickets for air travel for the group from Riyadh, Saudi Arabia to Muscat, Oman.
- The vendor will arrange private luxury bus travel for the delegation to and from any airports.
- While in Saudi Arabia and Oman, the vendor will arrange daily private bus transportation for delegation participants.
- The Vendor shall assist in changing, amending, or adding travel services for new or existing travelers outside regular business hours and in emergency scenarios. The Contractor shall provide Meridian with a 24-hour phone number accessible by travelers to perform emergency itinerary changes and emergency services outside regular business hours. The Contractor shall be responsible for ensuring that any subcontractor providing such emergency service complies with all conditions of the contract.

#### **B. Accommodation**



- The Vendor will recommend and secure five-star accommodations for delegation participants for each night in Saudi Arabia and Oman.
  - Preferred room types (single/double):
    - Approximately 8-10 each of double (King) and single accommodation rooms – so approximately 8-10 couples and 8-10 solo travelers
  - Dates and number of nights per city
    - Riyadh: November 7 – 11
    - Muscat: November 11-13
  - If possible, we hope to present multiple hotel options to our guests for them to choose from.
- The Vendor will handle all communications and logistics with hotels or lodges.
- In your proposal, please include pricing for arrangements **with and without** hotel rooms, as guests may arrange hotels separately.

### **C. On the Ground-Tour-Guide**

- Contractor's Project Manager: The Contractor shall assign a Project Manager who shall be responsible for the administration, supervision, and coordination of Meridian travel operations. The Project Manager shall have experience in the management of travel services and shall have adequate authority to make decisions for the timely resolution of problems. The Project Manager shall coordinate closely with the designated staff from Meridian International Center:
  - Katherine Boyce, Associate Vice President
  - Cameron Bissen, Associate Manager
  - *Additional staff, to be assigned*
- The Vendor will provide a dedicated tour guide that will accompany delegation participants throughout their time in Saudi Arabia and Oman. This person must have fluency in English to communicate with participants.
- The tour guide must maintain clear communication channels with Meridian staff and participants throughout the trip.
- A detailed resume and bio should be submitted for this person assigned to the delegation

### **D. Coordination on Experiences and Engagements**



- The majority of program days will be programmed by Meridian team members, to include visits to government ministries/officials and notable civil society organizations. The Vendor should submit an itinerary leaving room for such Meridian-arranged engagements, while also allowing time for cultural engagements that showcase different aspects of life in both countries, blending in the regional heritage and distinct national identities both nations possess.
- The Vendor will identify, recommend, and secure reservations at top-tier restaurants and private dining venues to ensure members of the delegation receive three meals per day in Saudi Arabia and Oman.
- Incorporate culinary storytelling, such as chef interactions or food-and-culture explanations that enhance the understanding of Saudi Arabia and Oman’s heritage.
- Curate cultural and leisure experiences that highlight the unique character of Saudi Arabia and Oman.
- Maintain backup dining options in case of venue cancellations, weather disruptions (for outdoor meals), or other emergencies.
- Design meaningful engagements that immerse delegation participants.

#### **E. WOW Factor**

- Prospective bidders are encouraged to think critically about unique moments they can pull together for the delegation that are meant to be an extra bonus experience they would not be able to plan themselves. Something memorable that would stick with participants going above and beyond the standard cultural experience.

#### **F. Contractor’s other Service Requirements:**

- In the event of emergencies (e.g., Federally Declared disasters, airline strikes, cyberattacks, fires, natural disasters, terrorist attacks, including evacuations, etc.), the Contractor shall maintain operations necessary to support Meridian under the contract. This includes maintaining services 24 hours daily as Meridian requires, responding to emergencies, and providing ticket delivery.

#### **4. Deliverables**



- Provide detailed descriptions of expected elements of the itinerary, exact venue details, and specific requirements or recommendations for delegates.

## 5. Payment Method

Payment will be made from participants directly to the Vendor. **Meridian shall facilitate this payment, but will not be liable for any participant costs** unless the minimum number of 20 participants is not reached.

Vendor shall provide clear terms for deposits, deadlines for payments, and cancellation policies. Preference may be given to vendors to provide shorter lead time for final confirmation deadlines.

The cost of the staff members should be divided across the 20 minimum participants.

## 6. Performance Evaluations and Review

The Vendor shall from time to time discuss issues of mutual concern with Meridian; to review the Vendor's performance and to discuss improvements which the Vendor or Meridian should make to achieve more effective delegation management. The Vendor shall arrange meetings with Meridian, if possible, to discuss travel updates, if any. The Vendor shall inform Meridian immediately of major changes in the country, which have a broad impact on the travel of the delegation.

## 7. Contractual Terms and Conditions

The Contract(s) shall be signed by 3/6/2026 and will be in effect until one (1) week after the conclusion of the delegation and when all delegation members have returned to their place of origin.

## 8. Requirements for Proposal Preparation

The Vendor must follow the instructions in this RFP and the bid cover sheet when preparing and submitting its bid proposal. The Vendor is advised to read thoroughly and follow all instructions.

Each Vendor is given wide latitude in the degree of detail it elects to offer, or the extent to which plans, designs, systems, and procedures are revealed. However, insufficient detail may result in a determination that the bid proposal is materially non-responsive or may lower its technical score.



Meridian assumes no responsibility and bears no liability for costs incurred by Vendors in the preparation and submittal of proposals in response to this RFP.

## 9. Evaluation and Award Process

Each Vendor is required to submit one (1) complete original bid proposal, utilizing PDF, MS Excel, or MS word format. The Vendor is encouraged to add graphics, pictures, testimonials or anything to help effectively communicate their vision for the delegation

The proposal should easily and effectively display the activities planned across each day going in chronological order from Day one (1).

The deadline to submit all proposals will be **no later than open of business, 9 AM Eastern Standard Time, on February 16, 2026.**

## 10. Contacts

Meridian will only accept written questions and inquiries from all potential vendors receiving this RFP. Written questions should be emailed to the following email addresses: **Katherine Boyce**, Associate Vice President, [kboyce@meridian.org](mailto:kboyce@meridian.org) and **Cami Bissen**, Associate Manager, [cbissen@meridian.org](mailto:cbissen@meridian.org)

The deadline to submit questions is **no later than the close of business, 5 PM Eastern Standard Time, on February 12, 2026.**

### **Meridian's Privacy Policy and Partner Code of Conduct:**

Meridian International Center is committed to keeping personal data accurate, confidential, secure and private. This privacy notice explains how Meridian collects, uses and shares personal data, and rights in relation to the personal data that Meridian holds. This privacy notice can be accessed via this link:

<https://www.meridian.org/meridian-privacy-policy/>

By signing this MOU, Contractor certifies that it will comply with Meridian Partner Code of Conduct linked here: [Meridian International Center Partner Code of Conduct – September 2024 | Meridian International Center](#)

**This RFP and the following contractual provisions are incorporated by reference and made part and parcel of any signed agreement with the winning bidder.**



## 1. Relationship between Meridian and Contractor

The relationship between Meridian and Contractor is that of independent contractors. Nothing in this Agreement shall be construed to constitute either party a partner, employee, or agent of the other to create a joint venture, pooling arrangement, partnership, or business organization of any kind; or to provide either party with authority to bind the other in any respect, it is intended that each party shall remain an independent contractor solely responsible for its own actions. Meridian shall have no responsibility whatsoever to collect or withhold any monies from Contractor for purposes of complying with any worker's compensation, disability, and/or unemployment insurance laws, Social Security tax laws, wage and hour laws, state and federal income tax laws, or any other employment-related tax laws.

## 2. Confidential Information and Nondisclosure

a. During the Term of this Agreement, each party may be provided information by the other party (including information that the U.S. Government considers confidential) that the other considers confidential and proprietary. The parties agree that all information marked or otherwise designated as confidential, or that under the circumstances is reasonably understood to be confidential, is the confidential information of Meridian or Contractor, as applicable ("Confidential Information"). Contractor expressly acknowledges and agrees that all Meridian proprietary information and trade secrets and all information relating to or belonging to Meridian's clients constitutes the Confidential Information of Meridian for purposes of this Agreement. Each party must use the Confidential Information of the other party only for the purposes of this Agreement and may not disclose such Confidential Information to any third party for any purpose without the other party's prior written consent. Each party agrees to take measures to protect the confidentiality of the other party's Confidential Information that, in the aggregate, are no less protective than those measures it uses to protect the confidentiality of its own Confidential Information, but each party must, at a minimum, exercise reasonable care with respect to such Confidential Information and take reasonable steps to advise its employees of the confidential nature of the Confidential Information and of the restrictions on disclosure and use thereof as contained herein. Meridian and Contractor each agree to require that the other party's Confidential Information be kept in a reasonably secure location. Notwithstanding anything to the contrary contained in this Agreement, Confidential Information shall not include any information disclosed by the other party (the "Disclosing Party") to the receiving party (the "Receiving Party") that:

i. Is rightfully known to the Receiving Party prior to its disclosure by the Disclosing Party;



- ii. Is released by the Disclosing Party to any other person, firm, or entity (including governmental agencies or bureaus) without restriction;
- iii. Is independently developed by the Receiving Party without any reliance on, use of, or reference to Confidential Information of the Disclosing Party; or
- iv. Is or becomes publicly available without violation of this Agreement or may be lawfully obtained by a party from any nonparty.

b. Notwithstanding the foregoing, the Receiving Party may disclose the Disclosing Party's Confidential Information where required under applicable federal, state, or local law, regulation, or a valid order issued by a court or governmental agency of competent jurisdiction, provided that the Receiving Party shall first make commercially reasonable efforts to provide the Disclosing Party with (i) prompt written notice of such requirement so that the Disclosing Party may seek, at its sole cost and expense, a protective order or other remedy and (ii) reasonable assistance, at the Disclosing Party's sole cost and expense, in opposing such disclosure or seeking a protective order or other limitations on disclosure.

c. Nothing herein shall be interpreted to grant to either party any license or other interest, including any ownership right, in the other's Confidential Information or any intellectual property rights therein.

d. The provisions of this Article 1 shall survive the termination or expiration of this Agreement for any reason for a period of 5 years following such termination or expiration, and shall survive with respect to any Confidential Information that constitutes a trade secret of a party until such information is no longer protected by trade secret status. Upon termination or expiration of this Agreement or otherwise upon Meridian's request, Contractor shall return or destroy, as requested by Meridian, all Confidential Information of Meridian and all business records and other information in its possession or control that in any way relates to Meridian, and shall certify in writing its compliance with the foregoing requirements.

#### Termination for Convenience

This Agreement (including any Statement of Work) may be terminated in whole or in part by Meridian, or at the request of the award funder, without cause upon a 30-day notice period. Upon such termination, termination for a Force Majeure Event, or at the expiration of this Agreement, Meridian is liable only for payment for Services and deliverables reasonably satisfactorily performed or delivered, as applicable, prior to termination or expiration and all reasonable, documented expenses incidental to the cost-effective, timely, and



## Termination by Default

a. Contractor may terminate this Agreement if Meridian breaches any of the terms and conditions set forth in this Agreement and does not cure such breach to Contractor's reasonable satisfaction within a period of 30 days after receipt of notice from Contractor of such breach or failure or, if such breach is not capable of cure within 30 days, does not commence efforts to cure such breach within 30 days of receipt of such notice.

b. Meridian may terminate this Agreement in whole or in part if Contractor (i) breaches any of the terms and conditions set forth in this Agreement, fails to perform any of its obligations under this Agreement, or fails to make progress so as to endanger performance of this Agreement in accordance with its terms, and (ii) in any of these circumstances, does not cure such breach or failure to Meridian's reasonable satisfaction within a period of 10 days after receipt of notice from Meridian of such breach or failure.

c. Meridian may terminate this Agreement and/or Contractor's performance hereunder, effective immediately, if Meridian reasonably determines that Contractor has acted dishonestly, carelessly committed an act of misconduct, failed to provide contracted Services or deliverables, committed any unlawful act, or acted in any way that materially adversely affects Meridian's reputation.

d. In the event that Contractor defaults under this Agreement and as a result Meridian terminates this Agreement with respect to certain Services or deliverables as permitted under Article 3 (b) above, Meridian may elect to procure the same or substantially the same Services or deliverables as those so terminated and Contractor shall be, without prejudice to any other rights or remedies available to Meridian, liable to Meridian for any excess costs for the procurement of such substantially similar work, Services, or deliverables, provided, however, that Contractor must continue the performance of this Agreement to the extent not terminated by Meridian. Meridian must use reasonable care to mitigate the amount of excess costs for which Contractor may be liable hereunder.

e. If, after termination, it is determined for any reason whatsoever that Contractor was not in default, or that the default was excusable, the rights and obligations of the parties are the same as if the termination had been issued for the convenience of Meridian in accordance with

Article 2 of this Agreement. The provisions of this Article 3 shall survive termination or expiration of this Agreement for any reason.

f. The rights granted to Meridian hereunder are in addition to any rights that Meridian may have at law or in equity.