



12 January 2026

**Notification of Amendment No. 1**  
**Request for Proposal**

**Travel Management Services for the Mekong River Commission Secretariat  
in Vientiane, Lao PDR**

**(RFP No. 25-010)**

**Ref.: Request for Proposal No. 25-010 issued on 10 January 2026**

Please be informed that an amendment has been made to the above-mentioned Request for Proposal.

1. The submission deadline has been extended **from 12 February to 23 February 2026 by 15:00 (local time).**
2. Section VI of Form FIN-2 Breakdown of Costs is revised as follows:

No.	Ticketing Based Charges and Other Service for <b>Economy Class</b>	Services	Fixed Service Fee per transaction/ticket
1.1	Domestic flight for <b>Restricted Lower Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
1.2	Domestic flight for <b>Semi Flexi Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	

1.3	Domestic flight for <b>Full Flexi Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
2.1	International point-to-point flight (to Cambodia) <b>VTE-PNP-VTE for Restricted Lower Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
2.2	International point-to-point flight (to Cambodia) <b>VTE-PNP-VTE for Semi Flexi Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Change of Reservation Fee	
2.3	International point-to-point flight (to Cambodia) <b>VTE-PNP-VTE for Full Flexi Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
3.1	International point-to-point flight (to Bangkok) <b>VTE-BKK-VTE for Restricted Lower Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
3.2	International point-to-point flight (to Bangkok) <b>VTE-BKK-VTE for Semi Flexi Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
3.3	International point-to-point flight (to Bangkok) <b>VTE-BKK-VTE for Full Flexi Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Change of Reservation Fee	
4.1	International point-to-point flight (to Hanoi) <b>VTE-Hanoi-VTE for Restricted Lower Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
4.2	International point-to-point flight (to Ho Chi Minh) <b>VTE-</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	

	<b>Ho Chi Minh-VTE for Semi Flexi Fare</b>	Change of Reservation Fee	
4.3	International point-to-point flight (to Ho Chi Minh) <b>VTE-Ho Chi Minh-VTE for Full Flexi Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
5.1	International multipoint flights (to other destinations) <b>for Restricted Lower Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
5.2	International multipoint flights (to other destinations) <b>for Semi Flexi Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
5.3	International multipoint flights (to other destinations) <b>for Full Flexi Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
6.1	Inbound air ticket From any countries to VTE <b>for Restricted Lower Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
6.2	Inbound air ticket From any countries to VTE <b>for Semi Flexi Fare</b>	Air Ticket Fee	
		Cancellation Fee	
		Re-issuance Fee	
		Change of Reservation Fee	
6.3	Inbound air ticket From any countries to VTE <b>for Full Flexi Fare</b>	Air Ticket Fee	
		Cancellation Fee	

		Re-issuance Fee	
		Change of Reservation Fee	
7	Other Fees: any fee that may apply such as 24-hour emergency service fee, after-hours support service, airport service		
8	Management Fee for Travel Consultant be on-site at MRCS and reporting		

Thank you for your participation in this tender.