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Solicitation Amendment / Modification

1.	Solicitation No.	111925/DO
2.	Solicitation Name	TechWomen Delegation Tour and Logistics Services in South Africa
3.	Issue Date	November 19, 2025
4.	Closing Date	December 9, 2025
5.	Solicitation Amendment No.	1
6.	Solicitation Amendment Date	December 3, 2025

7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: ☒ is not extended; ☐ is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

Questions and Answers

Translation/Interpretation services

Q: Could you please clarify the translation services required — specifically whether a tour guide is needed to translate from an African language to English or to another foreign language (such as French or Spanish), and confirm which languages will require translation to English, so we can arrange full booth services and headsets accordingly?

A: At this stage, we anticipate that interpretation may be required from a local language into English; however, the specific language has not yet been determined. For now, we are requesting approximate rates per hour and/or per day for consecutive interpretation services to support planning and budgeting.

Materials

Q: You do not mention a photographer – please advise if one is needed and if so for what days/evening events.



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A: IIE plans to do outreach to a local photographer to document delegation activities. This will not be part of the awarded scope of work. However, we do expect the contracted company to manage financials and payments with third parties, including the photographer. Recommendations are welcome.

**Q: Should we budget for the design of all print elements, or will final artwork files be supplied?
Additionally, do you require us to propose and budget for welcome gifts/room drops?**

A: IIE will provide artwork for banners and other print materials as needed. IIE will work with the selected provider to determine options available for banner size and type. Cost proposals for banner production are not required at this time. Regarding welcome gifts/room drops, these are not required as part of the scope of work. Please refer to the Cost Proposal Template for the specific information requested in the cost proposal.

Contract/Payment

Q: We take note – no advance payments will be made – which can be problematic as all costs need pre-payment. Would guarantees be provided and is payment really 30 days after delivery of each service?

A: IIE will enter into a contract agreement with the selected provider for the services laid out in the RFQ and pay for the costs related to this scope of work. IIE will include a payment schedule in the contract including initial payments for services and final payments after services are completed.

Meetings and Events – Transportation

Please note: The delegation trip schedule is not yet finalized. We have provided an illustrative outline to demonstrate the type of activities and schedule we expect. At this time, interested providers are only requested to respond to the requirements listed and submit quotes for the costs in the cost template.

Q: Please provide the details and locations of the schools, university, and STEM event to be visited in South Africa (including Johannesburg and Durban), so that accurate transport costs can be budgeted.

A: Transportation will be required to and from all scheduled events for the full delegation, estimated at approximately 40 participants. The group typically travels together in one or two large vehicles (such as mini-buses or a coach bus) to ensure all delegates are accommodated efficiently. At this stage, please provide an illustrative quote for transportation services based on hourly and/or daily rates.



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Travel and lodging

Q: Please clarify the accommodation arrangements for the delegation in Johannesburg and Durban, including whether hotels have already been booked (and if so, which ones), or if we should budget based on a required hotel category (e.g., 4- or 5-star). Additionally, kindly advise the hotel or location where the evening networking event will take place, as this information will assist in preparing accurate transport quotations and suggesting nearby activities and restaurants.

A: Hotel booking services are not included in the scope of work. IIE is currently working with our hotel travel agency to procure accommodations in Johannesburg and Durban. The selected hotel locations will be shared with the awarded service provider once confirmed, and group transportation should be arranged to and from these hotels for scheduled events. As noted above, IIE is still finalizing the type of activities and event locations, and further details will be provided once available.

Q: Please clarify the local flight requirements for the delegation, including how many participants will need to fly into Johannesburg on 14 February, confirmation that all 40 delegates will travel round-trip from Johannesburg to Durban, and the planned return date from Durban.

A: Please provide a budget for all 40 participants to fly from Johannesburg to Durban only. A return flight from Durban will not be required.

Cultural Activities, Welcome and Farewell Dinners

Q: For the Welcome and Farewell Dinners, should we plan for an African-themed program, and also include audiovisual/technical support and entertainment in the proposal?

A: We expect the Welcome and Farewell Dinners to be casual and celebratory in nature. We often like to have a sound system for music and microphones for speeches.

END OF AMENDMENT