



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number:** 9000490  
**Procuring Entity:** DEPARTMENT OF TOURISM  
**Title:** Procurement of International Airline Tickets for the Philippines Participation to ASEAN Tourism Committees Meeting on 13-16 September 2022 in Siem Reap, Cambodia

**Area of Delivery**

<b>Solicitation Number:</b>	2022-09-0089	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 731,061.86	<b>Document Request List</b>	0
<b>Delivery Period:</b>	4 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	09/09/2022
<b>Contact Person:</b>	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Metro Manila Philippines 1200 63-2-4595200 Ext.425  taromanes@tourism.gov.ph	<b>Last Updated / Time</b>	08/09/2022 17:39 PM
		<b>Closing Date / Time</b>	12/09/2022 09:00 AM

**Description**

TERMS OF REFERENCE FOR THE SERVICES OF A TRAVEL AND TOUR OPERATOR FOR THE PHILIPPINES' PARTICIPATION TO ASEAN TOURISM COMMITTEES MEETING 13-16 September 2022 | Siem Reap, Cambodia

**I. BACKGROUND**

The Ministry of Tourism of the Kingdom of Cambodia will be hosting the ASEAN Tourism Committees Meeting (ATCM) and the ASEAN Tourism Marketing Partnership Working Group Meeting (ATMP-WG) on 13-16 September 2022 in Siem Reap, Cambodia.

The ATCMs are the institutional bi-annual meetings of working-level representatives of ASEAN National Tourism Organizations (NTOs). For the Philippines, representation is through the various concerned offices of the Department of Tourism (DOT) and the Tourism Promotions Board (TPB). During these meetings, activities under the following four (4) committees of ASEAN are thoroughly discussed and presented. During the said meeting, the DOT will be represented by officers from the Office of Tourism Development Planning, Research and Information Management (OTDPRIM), Office of Tourism Standards and Regulation (OTSR), Office of Industry Manpower Development (OIMD), Office of Product and Market Development (OPMD), and the Tourism Promotions Board (TPB).

In this regard, the DOT is in need of a DOT-Accredited Travel and Tour Operator based in Metro Manila to provide requirements on international airfare and travel insurance, in connection with the participation of DOT officers on the

aforementioned meeting.

## II: SCOPE AND SERVICES

### INTERNATIONAL AIRFARE

Round trip economy class airfare for the following:

1. Mr. Jaime Victor S. Bayhonan
2. Mr. Marcos S. Aradanans
3. Ms. Rochelle Ann C. Eneria

13 September 2022 | PR 511 MNL SIN 0605/0940  
13 September 2022 | SQ 166 SIN REP 1350/1505  
16 September 2022 | K6 106 REP PNH 1510/1600  
17 September 2022 | PR 522 PNH MNL 0020/0425

4. Ms. Arlene A. Alipio
5. Ms. Jennifer G. Jacobo

13 September 2022 | PR 511 MNL SIN 0605/0940  
13 September 2022 | SQ 166 SIN REP 1350/1505  
16 September 2022 | SQ 163 REP SIN 1040/1355  
16 September 2022 | PR 512 SIN MNL 1945/2325

6. Mr. Virgilio M. Maguigad
7. Ms. Precy Salvacion T. Aguinaldo

14 September 2022 | VN3943 MNL SGN 1240/1430  
14 September 2022 | VN813 SGN REP 1605/1715  
16 September 2022 | VN 3818 REP SGN 1135/1305  
16 September 2022 | VN 3942 SGN MNL 1530/1930

8. Ms. Rowena M. Sorioso

14 September 2022 | VN3943 MNL SGN 1240/1430  
14 September 2022 | VN813 SGN REP 1605/1715  
16 September 2022 | K6 106 REP PNH 1510/1600  
17 September 2022 | PR 522 PNH MNL 0020/0425

#### REQUIREMENTS:

- Ticket is rebookable, re-routable and refundable
- Regular Economy Fare
- Include Travel Insurance
- Include at least 30 KG weight allowance
- Show breakdown of quotation
- Include travel tax and fuel charges (Travel Tax will be deducted upon submission of Travel Tax Exemption Certificate)

#### APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved total budget for the contract is Seven Hundred Thirty-one Thousand and Sixty-one Pesos and Eighty-six centavos (P731,061.86) inclusive of all applicable taxes, government procedure, and send bill arrangement.

## III. CONTACT DETAILS

PREPARED BY:

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Tourism Operations Officer II  
Policy Formulation and International Cooperation Division  
rceneria@tourism.gov.ph

NOTED BY:

WARNER M. ANDRADA  
OIC-Assistant Secretary  
Tourism Development

#### Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

#### REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/business Permit/BIR cert. of Registration (Individual)
2. PhilGEPs' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPs' registration

number.

3.Latest annual Income Tax Return (for ABC's above PhP500K)

4.Original or certified true copy of duly notarized Omnibus Sworn Statement.

5. Must be DOT-accredited tour operator.

**Created by** TERESITA A. ROMANES

**Date Created** 08/09/2022

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