

TERMS OF REFERENCE
REQUEST FOR AIRFARE TICKETS TO CEBU CITY

November 21 and 26, 2022

The Calendar Year 2022 is about to end, hence, a year end assessment of the Department's plans and programs is needed to identify the activities which are needed to be implemented and the projects that have to be continued or replicated for the coming Calendar Year 2023. In view of this, a workshop of the same , the Offices of the Department shall present their Work and Financial Plan for the year 2023.

The **Department of Tourism Region IV-B will be attending the workshop and** intends to procure the following:

- Three (3) rebookable round trip airline tickets for 3 pax enroute Manila-Cebu inclusive of 20kgs baggage allowance per way as follows

November 21, 2022 Manila to Cebu

November 26, 2022 Cebu to Manila

As such, bidders of known qualifications are invited to submit their quotation/proposal, duly signed by you or your duly authorized representative subject to the Terms and Conditions provided.

Prospective service provider who will submit a proposal with the lowest calculated and responsive offer shall be selected. A copy of your **Mayor's/Business Permit, and Accreditation Certificate** are also required to be submitted along with your quotation/proposal.

Quotations may be submitted thru email in Portable Document File (PDF) format to the address below:

dot4b.bacsecretariat@gmail.com.

SPECIFICATIONS AND CONDITIONS

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotation, and does not reflect the guaranteed price.

ITEM: 3 rebookable roundtrip airline tickets for the following Atty. Beviene G. Malateo (Feb. 21, 1982) Gladys A. Quesa (Aug. 16, 1969) Yolanda B. Cabigao (Nov. 21, 1963) with inclusion of 20 kg baggage allowance (RT) Flight details Dep – Manila – Cebu Nov. 21, 2022 @ 6:25 am Dep –Cebu – Manila Nov. 26, 2022 @ 11am	APPROVED BUDGET FOR THE CONTRACT (ABC): Sixty Five Thousand Nine Hundred Seventeen Pesos and 80/100 Pesos inclusive of all applicable taxes, service fees and other related expenses and should cover all requirements enumerated above. (Php 65,917.80)
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II. TERMS AND CONDITIONS:

1. Bidders must be willing to rebook the date of the itinerary due to weather and travel restrictions based on resolutions and pronouncements made by the PAG-ASA, IATF, Philippine government or concerned Local Government Unit.
2. Bidders shall provide correct and accurate information required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DOT IV-B shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

III. CONTACT PERSON

For any clarification, you may contact **Ms. Yolanda Cabigao** at mobile no. 09167005683 or email her at dot4b.bacsecretariat@gmail.com.