



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9720607  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS FOR INDONESIA ON MAY 13-17, 2023 (OTSR-SDD)

**Area of Delivery**

<b>Solicitation Number:</b>	2023-05-282	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	05/05/2023
<b>Approved Budget for the Contract:</b>	PHP 260,902.00	<b>Last Updated / Time</b>	05/05/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	08/05/2023 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Clara Cortez Buscano Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200  spycb@yahoo.com		

**Description**

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION

**TERMS OF REFERENCE**

**I. Project Title**

PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS IN RELATION TO THE PARTICIPATION OF OTSR-SDD PERSONNEL TO THE 15TH ASEAN TOURISM COMPETITIVENESS COMMITTEE MEETING IN LABUAN BAJO, EAST NUSA TENGGARA, INDONESIA

**II. Purpose/Objective**

The Office of Tourism Standards and Regulation is in need of the services of a Travel and Tour Agency/Travel Agency in the Philippines engaged in the business of travel-related services, including sale and/or issuance of airline tickets in relation to the participation of OTSR-SDD Personnel to the 15th ASEAN Tourism Competitiveness Committee Meeting in Indonesia

**III. Minimum Requirements for Suppliers**

- Must be a DOT-accredited Travel and Tour Agency/Travel Agency
- Regular fare (not promo fare)
- Must be willing to provide services on a send-bill arrangement, with breakdown of actual expense

**IV. Scope of Work and Deliverables**

Round trip international economy airfare for the following:

Passengers: CLAUSTRO, MARISSA VICTORIA C. (MS) – Birthday: 11/11/1971  
AGUINALDO, PRECY-SALVACION T. (MS) – Birthday: 01/16/1971

**Flight Details:**

13 May 2023 MNL-CGK SS1 2100H – 2355H  
14 May 2023 CGK – LBJ SS1 1035H - 1400H  
16 May 2023 LBJ – CGK SS1 1610H – 1730H  
17 May 2023 CGK-MNL 0045H – 0610H

**Ticket Inclusions:**

Inclusive of 20 kilos baggage allowance per way and travel insurance

**V. APPROVED BUDGET FOR THE CONTRACT**

TWO HUNDRED SIXTY THOUSAND NINE HUNDRED TWO PESOS ONLY  
(₱260,902.00)

Inclusive of VAT and other government taxes

**VI. PAYMENT PROCEDURE**

• The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account and other payment documents after the travel have been completed.

Payment shall be based on actual expenses incurred but not to exceed TWO HUNDRED SIXTY THOUSAND NINE HUNDRED TWO PESOS ONLY (₱260,902.00) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

**VII. PROJECT OFFICER/CONTACT PERSON**

MS. MARISSA VICTORIA C. CLAUSTRO /MS. PRECY-SALVACION T. AGUINALDO  
Standards Development Division  
Office of Tourism Standards and Regulation

Trunk Line: (02) 8459-5200 to 30 Local 224  
Mobile: 09669587451/ 0919 580 3802  
Email: [sdd@tourism.gov.ph](mailto:sdd@tourism.gov.ph)

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

Approved by:

VIRGILIO M. MAGUIGAD, EnP  
Director  
Office of Tourism Standards and Regulation

**Other Information**

**ELIGIBILITY REQUIREMENTS:**

1. Mayor's/Business Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PHILGEPs' Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and PhilGEPs Registration Number

3. Latest Income/Business Tax Return (latest, monthly or quarterly for ABC's above Php500K)

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

5. DOT Accreditation Certificate (valid)

Kindly submit your quotations together with your eligibility requirements thru email on or before 08 May 2023 @ 10:00 a.m. (indicating the Solicitation Number and Title of the Project) addressed to: Ms. Clara C. Buscano, email address: [ccbuscano@tourism.gov.ph](mailto:ccbuscano@tourism.gov.ph).

Late and unsigned quotations shall not be accepted.

**Created by** Clara Cortez Buscano

**Date Created** 04/05/2023

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