



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9723187  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of Travel and Tour Operator for the ASEAN Tourism Committee Meetings in Indonesia  
**Area of Delivery**

<b>Solicitation Number:</b>	2023-045-284	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<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 729,964.00	<b>Last Updated / Time</b>	05/05/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	08/05/2023 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nplucman@tourism.gov.ph		

#### Description

##### I. BACKGROUND

The ATCMs will discuss, among others, follow up actions on the decisions of the recent 57th ASEAN NTOs & Related Meetings held in February 2023 in Yogyakarta, Indonesia, detailed implementation of the ASEAN Tourism Strategic Plan (ATSP) 2016-2025, progress implementation of the ASEAN Mutual Recognition Arrangement on Tourism Professionals (MRA-TP), ASEAN Tourism Marketing Strategy (ATMS) and other tourism project in 2023 under the ASEAN NTOs Fund.

The following Meetings shall be held during the ASEAN Tourism Committees Meetings:

1. 15th ASEAN Tourism Marketing Partnership – Working Group (ATMP-WG)
2. 15th ASEAN Tourism Competitiveness Committee (ATCC)
3. 29th ASEAN Tourism Professional Monitoring Committee (ATPMC)
4. 15th ASEAN Sustainable and Inclusive Tourism Development Committee (ASITDC)
5. 15th ASEAN Tourism Resourcing, Monitoring, and Evaluation Committee (ATRMEC)

In this regard, the PDOT 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 participation of PDOT representatives in the ASEAN Tourism Committees Meeting from 12 May 2023 to 21 May 2023 (inclusive of travel dates) in Labuan Bajo, Indonesia

##### II. SCOPE AND SERVICES

1. Round trip international airfare for the following:

Passenger Name/s Flight Details Class No. of pax

1. Marcos S. Aradanas (Mr)

2. Kim Benedict B. Vito (Mr)

13 May 2023

Manila – Jakarta

Time within 01:00PM to 11:59PM

14 May 2023

Jakarta – Labuan Bajo

Time within 04:30AM to 12:00NN 19 May 2023

Labuan Bajo – Jakarta

Time within 12:00NN to 08:00PM

20 May 2023

Jakarta - Manila

Time within 12:00AM to 10:00AM Economy 2

3. Jem Micaiah M. Turla (Ms)

4. Jim-Ray R. Bagsic (Mr) 16 May 2023

Manila – Jakarta

Time within 01:00PM to 11:59PM

17 May 2023

Jakarta – Labuan Bajo

Time within 04:30AM to 12:00NN 19 May 2023

Labuan Bajo – Jakarta

Time within 12:00NN to 08:00PM

20 May 2023

Jakarta - Manila

Time within 12:00AM to 10:00AM Economy 2

2. Travel insurance for Four (4) pax

III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved total budget for the contract is Seven Hundred Twenty Nine Thousand Nine Hundred Sixty Four Pesos (Php 729,964.00) inclusive of all applicable taxes, government procedure, and send bill arrangement.

IV. CONTACT DETAILS

PREPARED BY:

JEM MICAIAH M. TURLA

Senior Tourism Operations Officers

Policy Formulation and International Cooperation Division

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APPROVED BY:

WARNER M. ANDRADA

OIC-Assistant Secretary, Tourism Development

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Roundtrip Tickets and Travel Insurance	Roundtrip Tickets and Travel Insurance for 4pax	1	Lot	729,964.00

**Other Information**

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION

Department of Tourism

Makati City

with details such as:

Name of the Bidder/Company:

Address of the Bidder/Company:

Title of the Project:

RFQ No. 2023-05-284

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In addition to the Proposal/Quotation, kindly submit the following 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

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to [nplucman@tourism.gov.ph](mailto:nplucman@tourism.gov.ph) on or before 08 May 2023 at 12:00 nn. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 04/05/2023

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