



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9732305  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS FOR INDONESIA ON MAY 14-18, 2023 (OTSR-OIMD)

#### Area of Delivery

<b>Solicitation Number:</b> 2023-05-291	<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	<b>Bid Supplements</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b> PHP 339,600.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Date Published</b>	09/05/2023
<b>Contact Person:</b> Clara Cortez Buscano Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 spyccb@yahoo.com	<b>Last Updated / Time</b>	08/05/2023 16:17 PM
	<b>Closing Date / Time</b>	12/05/2023 09:00 AM

#### Description

##### TERMS OF REFERENCE

##### I. PROJECT TITLE

PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS IN RELATION TO THE PARTICIPATION OF OFFICE OF INDUSTRY MANPOWER DEVELOPMENT (OIMD) PERSONNEL TO THE ASEAN TOURISM COMMITTEE MEETING (ATMC) AND 29TH ASEAN TOURISM PROFESSIONAL MONITORING COMMITTEE MEETING (ATPMC).

##### II. Purpose/Objective

The Office of Industry Manpower Development 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 OIMD Personnel to the ASEAN Tourism Committee Meeting (ATMC) and 29th ASEAN Tourism Professional Monitoring Committee Meeting (ATPMC) in Labuan Bajo, East Nusa Tenggara, Indonesia.

##### III. Minimum Requirement 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

###### Passengers:

- 1.) Ms. Arlene A. Alipio November 04, 1964
- 2.) Ms. Jennifer G. Jacobo March 08, 1982
- 3.) Ms. Kytlin Kyla C. Principio July 31, 1989

**Flights:**

May 14, 2023 Manila-CGK SS1 2100 – 2355  
May 15, 2023 CGKLBJ SS 1035 – 1400  
May 17, 2023 LBJ/CGK SS1 1610-1730  
May 18, 2023 CGK/Manila SS1 0045 -0610

**Ticket Inclusions:**

Inclusive of 20 Kilos baggage allowance per way and travel insurance

**V. APPROVED BUDGET FOR THE CONTRACT**

THREE HUNDRED THIRTY NINE THOUSAND SIX HUNDRED PESOS ONLY (Php339,600.00)

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 (SOA) and other payment documents after the travel have been completed.

Payment shall be based on actual expenses incurred but not to exceed THREE HUNDRED THIRTY NINE THOUSAND SIX HUNDRED PESOS ONLY (Php339,600.00) 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. JENNIFER G. JACOBO / MS. IMELDA C. BASTO  
Office of Industry Manpower Development  
Trunk line : (02) 8459-5200 to 30 local 218 and 214  
Email: jgjacobos@tourism.gov.ph or icbasto@yahoo.com

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:**

ARLENE A. ALIPIO  
OIC-Director  
Office of Industry Manpower 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.

**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 12 May 2023 @ 09:00 a.m. (indicating the Solicitation Number and Title of the Project) addressed to: Ms. Clara C. Buscano, email address: ccbuscano@tourism.gov.ph.  
Late and unsigned quotations shall not be accepted.

**Created by** Clara Cortez Buscano

**Date Created** 08/05/2023

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