



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10487495
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS FOR VIENTAINE, LAO PDR ON JANUARY 25-27, 2024

Area of Delivery

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
| Solicitation Number: 2024-01-013 | Status | Pending |
| Trade Agreement: Implementing Rules and Regulations | | |
| Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Associated Components | 2 |
| Classification: Goods | Bid Supplements | 0 |
| Category: Travel, Food, Lodging and Entertainment Services | | |
| Approved Budget for the Contract: PHP 109,392.75 | Document Request List | 0 |
| Delivery Period: | | |
| Client Agency: | Date Published | 19/01/2024 |
| Contact Person: Clara Cortez Buscano Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 spyccb@yahoo.com | Last Updated / Time | 18/01/2024 17:39 PM |
| | Closing Date / Time | 22/01/2024 09:00 AM |

Description

TERMS OF REFERENCE

I. Project Title

PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS IN RELATION TO THE PARTICIPATION OF OTSR-SDD IN THE 2024 ASEAN TOURISM FORUM

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 a representative from the OTSR-SDD in the 2024 ASEAN Tourism Forum in Vientiane, Lao PDR.

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:

Passenger: CLAUSTRO, MARISSA VICTORIA C. (MS) – Birthday: 11/11/1971
Mabuhay Miles No. 380729613

Flight Details:

25 January 2024 MNL – BKK 1310H – 1545H
25 January 2024 BKK - VTE 1830H - 1945H
27 January 2024 VTE - BKK 0755H – 0855H
27 January 2024 BKK - MNL 1350H – 1825H

Ticket Inclusions:

Inclusive of 25 kilos baggage allowance with 7 kilos hand carry per way and travel insurance with COVID-19 risk provision

V. APPROVED BUDGET FOR THE CONTRACT

ONE HUNDRED NINE THOUSAND THREE HUNDRED NINETY-TWO PESOS AND SEVENTY-FIVE CENTAVOS ONLY (₱109,392.75)

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 ONE HUNDRED NINE THOUSAND THREE HUNDRED NINETY-TWO PESOS AND SEVENTY-FIVE CENTAVOS ONLY (₱109,372.75) 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
Standards Development Division
Office of Tourism Standards and Regulation

Trunk Line: (02) 8459-5200 to 30 Local 224
Mobile: 09669587451
Email: mariz.claustro@gmail.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:

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

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. Current Mayor's/Business Permit/BIR Certification of Registration (Individual)
2. PHILGEPs' Registration Number or Certificate 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. Business Tax Return (latest, monthly or quarterly for ABC's above Php500K)
5. Original or certified true copy of duly notarized Omnibus Sworn Statement
6. DOT Accreditation Certificate (valid)

Kindly submit your quotations together with your eligibility requirements thru email on or before 22 JANUARY 2024 @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.

NOTE: For Land Bank Payment Purposes:

Bank Name : _____
Bank Account Number : _____
Account Name : _____
Other Bank has charges : _____

Created by Clara Cortez Buscano

Date Created 18/01/2024