



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10598226
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS FOR KUCHING, MALAYSIA ON MARCH 3-6, 2023 (SDD)

Area of Delivery

Solicitation Number: 2024-02-0039	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Travel, Food, Lodging and Entertainment Services	Date Published	27/02/2024
Approved Budget for the Contract: PHP 92,820.74	Last Updated / Time	27/02/2024 00:00 AM
Delivery Period:	Closing Date / Time	01/03/2024 09:00 AM
Client Agency:		
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		

Description

OFFICE OF TOURISM STANDARDS AND REGULATION

TERMS OF REFERENCE

I. Project Title

PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS IN RELATION TO THE PARTICIPATION OF OTSR-SDD IN THE ASEAN TOURISM COMMITTEE MEETINGS AND 17TH ASEAN TOURISM COMPETITIVENESS COMMITTEE MEETING

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 in the ASEAN Tourism Committee Meetings and 17th ASEAN Tourism Competitiveness Committee Meeting

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 personnel below:

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

Flight Details:

03 March 2024 MNL – KUL 1315H – 1715H
03 March 2024 KUL – KUC 1925H – 2115H
06 March 2024 KUC – KUL 0650H – 0840H
06 March 2024 KUL – MNL 1245H – 1630H

Ticket Inclusions:

Inclusive of 20 kilos baggage allowance with 7 kilos hand carry per way and travel insurance with COVID-19 risk provision

V. APPROVED BUDGET FOR THE CONTRACT

NINETY-TWO THOUSAND EIGHT HUNDRED TWENTY PESOS AND SEVENTY FOUR CENTAVOS NLY (₱92,820.74)

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 NINETY-TWO THOUSAND EIGHT HUNDRED TWENTY PESOS AND SEVENTY FOUR CENTAVOS ONLY (₱92,820.74) 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 / mcclaustro@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

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 01 MARCH 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 26/02/2024

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