



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10918518  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS FROM SINGAPORE TO MANILA ON JUNE 14, 2024 (OSEC)

#### Area of Delivery

<b>Solicitation Number:</b> 2024-06-0196	<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>	04/06/2024
<b>Approved Budget for the Contract:</b> PHP 157,096.70	<b>Last Updated / Time</b>	04/06/2024 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	07/06/2024 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 spyccb@yahoo.com		

#### Description

##### TERMS OF REFERENCE

I. PROJECT TITLE : GOVMEDIA Conference and Awards 2024

II. VENUE : SINGAPORE

III. SCOPE OF WORK

##### A. One-Way International Air Tickets

- Issuance of Economy Class air tickets is subject to DOT clearance upon issuance of approved travel order
- Ticket must be re-bookable and refundable
- Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprieties. Otherwise, tax withheld will be credited from the total contract price.

##### Passengers:

- 1.) Secretary Ma. Esperanza Christina Garcia Frasco
- 2.) Director Ronald P. Conopio

##### Flight Details:

June 14, 2024 SIN- MNL - 09:20 AM – 13:05 PM

##### Requirements:

- 30 kg baggage allowance per pax (SIN-MLA)
- plus 7 kilos hand-carry luggage allowance (per pax)

##### B. Health and Travel Insurance (2 pax)

- Personal Accidental Benefit
- Medical and Evacuation Benefit including COVID-19 coverage
- Travel Inconvenience Benefit
- 24-hour Travel Assistance

#### IV. BUDGET

Total Budget allocation One Hundred Fifty Seven Thousand Ninety Six Pesos and 70/100 Pesos (PHP157,096.70) inclusive of taxes. Full payment shall be made upon completion of the project (send bill arrangement).

#### V. PROJECT OFFICER

MS. BERNADETTE R. MANUEL  
Office of the Secretary  
Email Address: brmanuel@tourim.gov.ph  
Contact No./Tel. No. (02) 459 5200 loc. 602

APPROVED BY:

ATTY. GLENN ALBERT M. OCAMPO  
Head Executive Assistant  
Office of the Secretary

#### 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 07 JUNE 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** 03/06/2024

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