



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10783071  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS FOR DUBAI & SO. KOREA ON MAY 6-12, 2024 (OPMD)

#### Area of Delivery

<b>Solicitation Number:</b> 2024-04-0135	<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>	24/04/2024
<b>Approved Budget for the Contract:</b> PHP 614,155.68	<b>Last Updated / Time</b>	24/04/2024 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	29/04/2024 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

##### TECHNICAL SPECIFICATIONS

##### I. PROJECT TITLE:

Procurement of services of a tour operator / travel agent for the international air tickets in relation with the DOT participation in the Arabian Travel Market (ATM) 2024 and Seoul International Travel Fair (SITF) 2024 / May 4 to 12, 2024 (inclusive of travel time)

##### II. BACKGROUND:

The Department of Tourism (DOT) is in need of the services of a DOT-accredited, Metro Manila-based tour operator or travel agent (preferably IATA member) engaged in the business of providing international air tickets in connection with the official travel of Office of Public Affairs and Advocacy (OPAA), the office of OIC-Undersecretary for Tourism Development and OPMD to Dubai, UAE and Seoul, Korea to participate in the Arabian Travel Market (ATM) 2024 and Seoul International Travel Fair (SITF) 2024 which will be held on May 6 – 9 and May 7 to 10, 2024 respectively.

##### III. OBJECTIVES:

The following are the Department's objectives for its participation in the ATM 2024 and SITF 2024:

- Strengthen business linkages, explore new marketing partnerships and network with key and strategic South Korean and Middle East travel and tourism stakeholders and influencers to sustain a strong interest for Philippine destinations and products;
- To amplify the country's positioning in South Korea and Middle East marketplace, promote holiday packages and destinations among travel and tourism stakeholders in both markets, and
- To support the Secretary's directive to diversify product portfolio through multidimensional tourism, and with the assistance of tourist private sector, develop specific travel programs for each of the country's tourist markets;

##### IV. MINIMUM REQUIREMENTS:

- Must be DOT-accredited tour operator or travel agent, and based in Metro Manila;
- Must be willing to provide services on send-bill arrangement;
- Must have experience in handling DOT travel arrangements within the last two years;

## V. SCOPE OF WORK

### 1. Two (2) Manila-Dubai-Seoul economy class air tickets

#### Itinerary:

Date: Route: Flight details and timings: Remarks:

May 4, 2024 Manila – Dubai, UAE preferably morning flight from Manila

May 7, 2024 Dubai – Seoul, Korea preferably morning flight from Dubai

#### Passengers:

Ms. Rae Marrie L. de Mesa –Information Officer III, Office of Public Affairs and Advocacy:

Mr. Denison Manuel – Photographer / Videographer, Office of Public Affairs and Advocacy:

Travel Insurance: International travel insurance for up to 8 days to Asia / Middle East (per passenger)

Luggage Allowance (per passenger): 35 kgs. per way

### 2. One (1) Manila-Dubai-Seoul-Manila economy class air tickets

#### Itinerary:

Date: Route: Flight details and timings: Remarks:

May 4, 2024 Manila – Dubai, UAE preferably morning flight from Manila

May 7, 2024 Dubai – Seoul, Korea preferably morning flight from Dubai

May 10, 2024 Seoul – Manila preferably evening flight from Seoul

#### Passenger:

OIC Undersecretary Verna Esmeralda C. Buensuceso

Travel Insurance: International travel insurance for up to 8 days to Asia / Middle East (per passenger)

Luggage Allowance (per passenger): 35 kgs. per way / leg

### 3. Two (2) Manila-Dubai-Manila economy class air tickets

#### Itinerary:

Date: Route: Flight details and timings: Remarks:

May 4, 2024 Manila – Dubai, UAE preferably morning flight from Manila

May 12, 2024 Dubai, UAE – Manila preferably morning flight from Dubai

#### Passengers:

Ms. Elaine Joy R. Serrano – Executive Assistant III, OUSEC – TD

Mr. Stalingrad F. Samson – Supervising Tourism Operations Officer, OPMD – MDD

Travel Insurance: International travel insurance for up to 8 days to Asia / Middle East (per passenger)

Luggage Allowance (per passenger): 35 kgs. per way

#### Other Requirements:

Airline tickets must be re-bookable and refundable

Includes international travel insurance for each passenger

Show breakdown of quotation (taxes and charges, fuel charges and service charges)

Amenable to send-bill arrangement/government procedure

Financial bid/proposal shall be in Philippine currency

## VI. APPROVED BUDGET OF THE CONTRACT

Total Estimated Budget: Php 614,155.68

(Six Hundred Fourteen Thousand One Hundred Fifty-Five pesos and 68/100), inclusive of all government taxes

#### CONTACT PERSONS:

Contact Person(s): MS. ELAINE JOY SERRANO / MR. STALINGRAD F. SAMSON

Exec Asst. III / Supervising Tourism Operations Officer

Office of the OIC-Undersecretary for Tourism Development / OPMD – MDD

Address: 5F DOT Building, 351 Sen. Gil Puyat Avenue, Makati City 1200

Contact Number: (632) 8459-5200 local 504

Email Address: erserrano@tourism.gov.ph / sfsamson@tourism.gov.ph

#### APPROVED BY:

PAULO BENITO S. TUGBANG

Director, Office of Product and Market 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. 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 29 APRIL 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** 23/04/2024

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