



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11655021  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** International Airline Tickets for ASEAN Tourism Forum (ATF)  
**Area of Delivery**

<b>Solicitation Number:</b>	2025-01-004	<b>Status</b>	<b>Active</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>	1
<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 607,853.96	<b>Document Request List</b>	4
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	12/01/2025
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nplucman@tourism.gov.ph	<b>Last Updated / Time</b>	12/01/2025 00:00 AM
		<b>Closing Date / Time</b>	15/01/2025 12:00 PM

#### Description

##### REQUIREMENTS:

In connection with the DOT's hosting of the Philippine Night on 19 January 2025, the Department through the Office of Tourism Development Planning, Research and Information Management - Policy Formulation and International Cooperation Division (OTDPRIM-PFICD) would like to request for the procurement of a roundtrip international airline ticket of the production team including the performances during the Philippine Night on 18-20 January 2025 with the following information.

Official names of the production team including the performers, total of NINE (9) pac. will be provided by the Project Officer once the bidding for the Conference integrator shall be awarded.

##### Flight Information:

Departure Date: 17 or 18 January 2025  
 Point of Origin: Manila, Philippines  
 Point of Destination: Johor, Malaysia  
 Time of Departure: Anytime

Departure Date: 20 January 2025  
 Point of Origin: Johor, Malaysia  
 Point of Destination: Manila, Philippines  
 Time of Departure: Anytime

**Note:**

Option to change route should there be no available flights from/to Manila, Philippines from/to Johor, Malaysia. Possible option is to book flights via Singapore Changi Airport as the nearest gateway from/to Johor, Malaysia. Also, provision of van rental from/to Johor, Malaysia from/to Singapore Changi Airport must be within the allotted budget of the Department, inclusive of all applicable tax and charges.

**Additional Requirements:**

- International airline tickets must be refundable and re-bookable
- Luggage allowance for check-in per pax must not be less than 20 kilos but not more than 30 kilos per pax, with a hand-carry of 7kgs. each
- with travel insurance per pax.

**Other Information**

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION  
Department of Tourism  
Makati City

with details such as:

Name of the Bidder/Company:

Address of the Bidder/Company:

Title of the Project:

RFQ No. 2025-01-004

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In addition to the Proposal/Quotation, kindly submit the following 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

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to [nplucman@tourism.gov.ph](mailto:nplucman@tourism.gov.ph) on or before 15 January 2025 at 12:00 p.m. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 11/01/2025

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