



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11961933
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF SERVICES OF A TOUR OPERATOR / TRAVEL AGENT FOR THE INTERNATIONAL AIR TICKETS IN RELATION WITH THE DOT'S PARTICIPATION IN THE ARABIAN TRAVEL MARKET (ATM) 2025 (OMD-MDD)

Area of Delivery

Solicitation Number:	2025-04-0090	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	11/04/2025
Approved Budget for the Contract:	PHP 427,856.35	Last Updated / Time	11/04/2025 00:00 AM
Delivery Period:		Closing Date / Time	14/04/2025 10:00 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 spycbb@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) 2025

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 the Undersecretary for Tourism Development and Office of Market Development (OMD) officials and officers to Dubai, UAE to participate in the Arabian Travel Market (ATM) 2025, which will be held on April 28 to May 1, 2025 at the Dubai World Trade Center .

III. OBJECTIVES:

The following are the Department's objectives for its participation in the ATM 2025:

- Strengthen business linkages, explore new marketing partnerships and network with key 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 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, grow international markets, 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

- Two (2) Manila-Dubai-Manila economy class air tickets

Itinerary:

Date: Route: Flight details and timings: Remarks:

April 26, 2025 Manila – Dubai, UAE preferably evening flight from Manila

April 29, 2024 Dubai – Manila preferably morning flight from Dubai

Passengers:

- Undersecretary Verna Esmeralda C. Buensuceso – Tourism Development
- Ms. Elaine Joy R. Serrano – Executive Assistant IV, Office of the Undersecretary for Tourism Development

Travel Insurance: International travel insurance for up to 4 days to Asia / Middle East (per passenger)

Luggage Allowance (per passenger): 30 kgs. per way

3. Three (3) Manila-Dubai-Manila economy class air tickets

Itinerary:

Date: Route: Flight details and timings: Remarks:

April 26, 2025 Manila – Dubai, UAE preferably morning flight from Manila

May 3, 2025 Dubai, UAE – Manila preferably morning flight from Dubai

Passengers:

- Director Azucena C. Pallugna – Director, Office of Market Development
- Mr. Stalingrad F. Samson – Supervising Tourism Operations Officer, OPMD – MDD
- Ms. Lynne Angelika O. Castillo – Tourism Operations Officer I, OPMD – MDD

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

Luggage Allowance (per passenger): 30 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 427,856.35

(Four Hundred Twenty-Seven Thousand Eight Hundred Fifty-Six pesos and 35/100), inclusive of all government taxes

CONTACT PERSONS:

Contact Person(s): MS. LYNNE ANGELIKA O. CASTILLO / MR. STALINGRAD F. SAMSON
Tourism Operations Officer I / Supervising Tourism Operations Officer
Office of Market Development – Market Development Division

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

Contact Number: (632) 8459-5200 local 504

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

APPROVED BY:

AZUCENA C. PALLUGNA

Director, Office of Market Development

Other Information

In addition to the Quotation/Bid, 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. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
4. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to ccbuscano@tourism.gov.ph on or before 14 April 2025 at 10:00 AM. Late and unsigned quotations shall not be accepted.

Created by Clara Cortez Buscano

Date Created 10/04/2025

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