



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11965319  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF AIRLINE TICKET IN DUBAI, UAE ON APRIL 26 TO MAY 03, 2025  
(PLANNING SERVICE)

#### Area of Delivery

|  |   |                              |                     |
|--|---|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 2024-04-0096  | <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> | 2                   |
| <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 77,966.42   | <b>Document Request List</b> | 0                   |
| <b>Delivery Period:</b>                  |   |                              |                     |
| <b>Client Agency:</b>                    |   | <b>Date Published</b>        | 12/04/2025          |
| <b>Contact Person:</b>                   | Clara Cortez Buscano<br>Administrative Assistant III<br>351 Sen. Gil Puyat Avenue<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-02-4595200<br><br>spyccb@yahoo.com | <b>Last Updated / Time</b>   | 12/04/2025 00:00 AM |
|  |   | <b>Closing Date / Time</b>   | 15/04/2025 10:00 AM |

#### Description

##### TECHNICAL SPECIFICATIONS

I. PROJECT: 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 Supervising Administrative Officer of the Administration and Finance 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

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

#### V. SCOPE OF WORK

1. One (1) 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 03, 2025 Dubai-Manila preferably morning flight from Dubai

Passenger:

- Blando C. Soriano – Supervising Administrative Officer, Budget Division

Travel Insurance: International travel insurance for up to 8 days to Asia / Middle East

Luggage Allowance: 30 kgs. per way

Other Requirements:

- Airline tickets must be re-bookable and refundable
- Includes international travel insurance
- Show breakdown of quotation (taxes and charges, fuel charges and service charges)
- Financial bid/proposal shall be in Philippine currency

#### VI. APPROVED BUDGET OF THE CONTRACT

The total Approved Budget for the Contract is SEVENTY-SEVEN THOUSAND NINE HUNDRED SIXTY-SIX PESOS AND 42/100 (P77,966.42) ONLY, inclusive of all government taxes.

#### VII. CONTACT PERSON:

Contact Person: BLANDO C. SORIANO  
Supervising Administrative Officer

Address: 4F DOT Building, 351 Sen. Gil Puyat Avenue, Makati City 1200

Contact Number: (632) 8459-5200 local 412

Email Address: soriano\_blando@yahoo.com

Approved by:

MILAGROS Y. SAY  
Director, Planning Service

#### **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.
- Bidder must present the cost breakdown of the total bid.

#### 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 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 or Certificate of Platinum Membership
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 15 APRIL 2025 @ 9:00 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** 11/04/2025

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