



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11965288
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS IN VIETNAM ON APRIL 21-26, 2025 (OMD)

Area of Delivery

Solicitation Number:	2025-04-0094	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 225,317.62	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	12/04/2025
Contact Person:	Clara Cortez Buscano Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 spyccb@yahoo.com	Last Updated / Time	12/04/2025 00:00 AM
		Closing Date / Time	15/04/2025 09:00 AM

Description

TECHNICAL SPECIFICATIONS

I. BIDDER : Tour Operator

II. PROJECT TITLE : Philippine Sales Mission to Vietnam

III. PROJECT BACKGROUND

As part of the Department's regular market development initiatives for the Vietnamese market, the Office of Market Development (OMD) – Market Development Division (MDD) will be conducting a Sales Mission activity in key cities in Vietnam.

IV. MINIMUM REQUIREMENTS

- Must be a DOT-accredited company willing to provide services on send-bill arrangement.
- Must have experience handling DOT Central Office travel arrangements within the last two years.
- Must submit proposal with breakdown of quotation including taxes and charges, fuel charges, and service charges, otherwise taxes shall be levied on the total proposed amount

V. SCOPE AND WORK DELIVERABLES

International Air Tickets for two (2) passengers following below itinerary:

DATE ROUTE FLIGHT DETAILS / TIMINGS

April 21, 2025 MNL – SGN ETD between 0330H to 0730H

ETA between 0500H to 0900H

April 21, 2025 SGN – DAD ETD between 1000H to 1200H

ETA between 1130H to 1400H

April 22, 2025 DAD – HAN ETD between 1300H to 1500H

ETA between 1430H to 1630H

April 24, 2025 HAN – SGN ETD between 1200H to 1400H

ETA between 1330H to 1630H

April 26, 2025 SGN – MNL ETD between 0900H to 1100H

ETA between 1200H to 1430H

*If above flights have been fully booked, the supplier may present the next available flight option provided that it will not exceed the prescribed budget

Passenger Details:

1. Ms. Gwendolyn S. Batoon

• Birthday: March 20, 1961

• Passport Number: S0032108A

2. Ms. Celstine Joyce T. Sy

• Birthday: September 24, 1993

• Passport Number: S0031839A

Other Requirements/Inclusions:

o Hand carry allowance: at least 7 kgs. per person per way

o Checked baggage: at least 23 kgs. per person per way

o Provision of travel insurance for each passenger, covering official travel dates

o Air tickets must be re-bookable, re-routable, and refundable

VI. BUDGET

The total budget is TWO HUNDRED TWENTY FIVE THOUSAND THREE HUNDRED SEVENTEEN PESOS AND SIXTY TWO CENTAVOS (P 225,317.62) inclusive of all applicable taxes and should cover all requirements enumerated above.

VII. CONTACT INFORMATION

Project Officer: CELSTINE JOYCE T. SY

Email Address: ctsy@tourism.gov.ph

Approved by:

AZUCENA C. PALLUGNA

Director

Office of 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.

• 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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