



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11995820

**Procuring Entity** DEPARTMENT OF TOURISM

**Title** Ground Handling Services for the ASEAN Familiarization Tour (Vietnam) 2025

**Area of Delivery**

<b>Solicitation Number:</b>	2025-04-0114	<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>	2
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 989,880.00	<b>Document Request List</b>	1
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	29/04/2025
<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>	29/04/2025 13:43 PM
		<b>Closing Date / Time</b>	02/05/2025 12:00 PM

**Description**

**MINIMUM REQUIREMENTS:**

- Must be accredited by the Department of Tourism
- Must have handled DOT Domestic and ASEAN Tour groups within the last 4 years and Trade and Media invitational from overseas within the last years;
- Must be registered with the PhilGEPS
- Must be willing to provide services on send-bill arrangement;
- A Vietnamese-speaking tour guide/coordinator is an advantage

**SCOPE OF WORK DELIVERABLES**

- Payment of airline taxes and other related surcharges for the complementary international and domestic tickets;
- Provision of participant's guidebook that includes itinerary, contact details and description of destinations.

**COMPONENTS**

- A. International Airline Tickets
- B. Domestic Air Tickets
- C. Accommodation

D. Meals

E. Tourist Transport Services

F. Tours

G. Supplies and Materials

H. Travel Insurance

**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. 2025-04-0114

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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

**Remarks**

erratum: Component A. is International Airline Taxes

**Created by** Norjannah P Lucman

**Date Created** 28/04/2025

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