



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12004830
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF SERVICES OF A TOUR OPERATOR/TRAVEL AGENT FOR THE INTERNATIONAL AIR TICKETS IN ROME AND MILAN, ITALY ON MAY 16-23, 2025 (OMD-MDD)

Area of Delivery

Solicitation Number:	2025-04-0117	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 86,062.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	01/05/2025
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	01/05/2025 00:00 AM
		Closing Date / Time	05/05/2025 10:00 AM

Description

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

Procurement of services of a tour operator / travel agent for the international air tickets in relation with the implementation of the Joint Promotions – Product Presentation and Consumer Activation in Italy

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 representative of the Office of Market Development – Market Development Division (OMD – MDD) officer to Rome and Milan, Italy tickets in relation with the implementation of the Joint Promotions – Product Presentation and Consumer Activation in Italy.

III. OBJECTIVES:

The following are the Department's objectives for conducting the Joint Promotions in Rome and Milan, Italy

- Create wide scale travel awareness to sustain a high interest for the Philippines among the Italian outbound travelers;
- Intensify the country's presence in the market through a high impact visibility in two of the major cities and sources of outbound traffic in Italy, leading to a sustained momentum of arrivals and growth rate figures from Italy from 2024 to 2025;
- Provide updates on destinations to travel trade partners that they can include in their Philippine Program;
- Create a simultaneous buzz in the market through creative features of Philippine destinations and recall for the "Love The Philippines" campaign.

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

- One (1) Manila-Dubai-Rome and Milan-Dubai-Manila economy class air ticket

Itinerary:

Date: Route: Flight details and timings: Remarks:

May 16, 2025 Manila – Dubai, UAE evening flight from Manila

May 17, 2025 Dubai, UAE – Rome morning flight from Dubai

May 22, 2025 Milan – Dubai, UAE afternoon flight

May 23, 2025 Dubai – Manila morning flight

Passenger:

- ☐ Mr. Stalingrad F. Samson – Supervising Tourism Operations Officer, OPMD – MDD

Luggage Allowance: 30 kilograms 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 86,062.00

(Eighty-Six Thousand Sixty-Two Pesos), inclusive of all government taxes

CONTACT PERSON:

Contact Person:

MR. STALINGRAD F. SAMSON

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: sfsamson@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 05 MAY 2025 @ 10:00 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 30/04/2025

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