



INVITATION TO BID (IB)
(DOT-BAC IB No. 2019-022)

The Department of Tourism – Bids and Awards Committee (DOT-BAC), invites PhilGEPS registered service providers to bid for the hereunder project:

Name of Project: **Procurement of Services of a Travel and Tour Operator for the Purchase and Issuance of International Airline Tickets and Ground Arrangements for the 23rd Session of the UN World Tourism Organization General Assembly**

Brief description of the Project: Services of a Travel and Tour Operator that will purchase and issue international airline tickets and facilitate the ground arrangements for the Philippine Delegation to the 23rd Session of the UNWTO General Assembly

Approved Budget for the Contract: **Lot No. 1: PhP606,585.00**
Lot No. 2: PhP447,850.00
Lot No. 3: PhP1,054,435.00
Lot No. 4: PhP317,470.00
Lot No. 5: PhP1,409,588.00
Lot No. 6: PhP1,217,820.00

Contract Duration: **Fifteen (15) days**

Prospective bidders should have experience in undertaking a similar project within the last three (3) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Check, Preliminary Examination of Bids, Bid Security, Performance Security, Pre-Bid Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Issuance and availability of Bidding Documents	August 10 to August 30, 2019 (8:00 a.m. to 5:00 p.m.) September 2, 2019 (until 9:00 a.m. only) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
2. Pre-bid Conference	August 19, 2019 (11:30 a.m.) 4 th Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
3. Deadline for Request for Clarification	Until August 23, 2019
4. Issuance of Supplemental / Bid Bulletin	On or before August 26, 2019
5. Deadline of Submission and Receipt of Bids	on or before September 2, 2019 (until 9:00 a.m.) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
6. Opening of Bids / Eligibility Check	September 2, 2019 (10:00 a.m.) 4 th Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City

Bidding Documents may be obtained at the DOT-BAC Secretariat, c/o Ms. Maria Alma O. Almazan., at the 4th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City (Tel. Nos. 459-5200 to 30 loc. 425) upon payment of non-refundable fee of **TEN THOUSAND PHILIPPINE PESOS (PhP10,000.00)** to the DOT Cashier, Ground Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, in accordance with the following schedule:

Lot No.	ITEMS	Approved Budget for the Contract (ABC) per Lot:	Bidding Documents Fee
1	Airline Tickets: Office of the Secretary	PhP606,585.00	PhP1,000.00
2	Airline Tickets: Branding and Marketing Communications & Office of Public Affairs and Advocacy	PhP447,850.00	PhP500.00
3	Airline Tickets: Legal and Special Concerns, Tourism Development and PFICD	PhP1,054,435.00	PhP2,500.00
4	Airline Tickets: Legislative Liaison Unit	PhP317,470.00	PhP500.00
5	Airfare, Accommodation and Meals	PhP1,409,588.00	PhP3,000.00
6	Airfare, Accommodation, Meals and Visa Fees for the Philippine Invited Food Experts	PhP1,217,820.00	PhP2,500.00

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Philippine Department of Tourism, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

Bids shall be submitted in sealed envelopes labeled Technical Envelope and Financial Envelope addressed to the undersigned.

The DOT reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:



ASEC. ROBERTO P. ALABADO III
DOT-BAC Chairperson

Date of Postings:

PhilGEPS website: August 10 to September 2, 2019

DOT website: August 10 to September 2, 2019

DOT Bulletin Board: August 10 to September 2, 2019