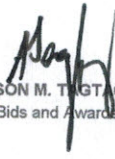


Date: 5 Mar 24  
 Quotation No: 0105-03-24  
 PR No. 0224.111

**REQUEST FOR PROPOSAL**

\_\_\_\_\_  
 Company Name  
 \_\_\_\_\_  
 Address

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_.

  
 ANSON M. T. T. T. G.  
 Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.  
 2. CONTRACT DURATION IS WITHIN **9 MONTHS**.  
 3. WARRANTY SHALL BE FOR A PERIOD OF **SIX (6) MONTHS** FOR SUPPLIES & MATERIALS/**ONE (1) YEAR** FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.  
 4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF **30** CALENDAR DAYS.  
 5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.  
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

**Title of Procurement:**  
 Credit Line Facility for Plane Tickets (Local/International)

**Purpose:**  
 For International and Emergency Local Travel

**Approved Budget for the Contract (ABC):**  
 P500,000.00

| ITEM NO. | ITEMS/DESCRIPTIONS   | QTY./ UNIT | UNIT PRICE | TOTAL PRICE |
|----------|--|------------|------------|-------------|
|          | <p><b>Credit Line Facility for Plane Tickets (Local/International)</b></p> <p>Working days<br/>           Working hours<br/> <b>(Local)</b><br/>           Service Fee<br/>           Cancellation Fee<br/>           Rebooking Fee<br/>           Re-issuance Fee<br/>           No Show Fee<br/>           Fare Upgrade<br/>           Rerouting Fee<br/> <b>(International)</b><br/>           Service Fee<br/>           Cancellation Fee<br/>           Rebooking Fee<br/>           Re-issuance Fee<br/>           No Show Fee<br/>           Fare Upgrade<br/>           Rerouting Fee<br/> <b>Please see attached: Terms of Reference (TOR)</b></p> <p>Additional Requests from Procuring Entity:<br/> <input type="checkbox"/> Please provide sample upon request of end-user<br/> <input type="checkbox"/> Please see full specifications/attached sample design for reference.<br/> <input checked="" type="checkbox"/> Other conditions to this request, please state:<br/> <b>For more info, please contact the end-user at 8924-6031 loc. 215</b><br/> <b>Kindly address all proposals to the Chairperson, Bids and Awards Committee</b></p> <p>Contract shall be awarded to the bidder per:<br/> <input type="checkbox"/> Item basis<br/> <input checked="" type="checkbox"/> Lot basis</p> <p><b>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</b></p> <ol style="list-style-type: none"> <li>DTI/SEC Registration Certificate</li> <li>Mayor's Permit</li> <li>PHILGEPS Certificate of Registration</li> <li>BIR Certificate of Registration</li> <li>Sign Omnibus Sworn Statement</li> </ol> <p><b>Important Note:</b><br/>           -For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO.<br/>           -For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.<br/>           -Notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020</p> | 9 months   | P _____    | P _____     |

Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

## TERMS OF REFERENCE (TOR)

**SUBJECT : CREDIT LINE FACILITY FOR PLANE TICKETS (International/Local)**

**PURPOSE : For International and emergency local travel covering the period of  
March 1, 2024 to December 31, 2024**

Service provider should provide the following proposal:

Credit Limit:  
Service fee:  
Cancellation Fee:  
Re-Issuance Fee:  
No show Fee:  
Fare Upgrade:  
Rerouting Fee:  
Other Applicable Fees (Specify)

Special Condition:

Fare breakdown should appear on e-tickets issued

Service provider should have at least Three (3) years of experience in the industry.

  
RANDY C. MAJANA

Action Officer, Administrative and Finance Division  
In Concurrent Capacity as Head, BAC Secretariat