


Date: **12-Dec-24**  
Quotation No: **0667-12-24**  
PR No. **1124.108**

**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. REYES**  
Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.  
2. CONTRACT DURATION IS WITHIN **12 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 January 1, 2024 to December 31, 2025

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

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Credit Line Facility for Plane Tickets (Local/International)</b></p> <p>Working days Working hours <b>Local:</b> Service Fee Cancellation Fee Rebooking Fee Re-issuance Fee No Show Fee Fare Upgrade Rerouting Fee <b>International:</b> Service Fee Cancellation Fee Rebooking Fee Re-issuance Fee No Show Fee Fare Upgrade Rerouting Fee</p> <p><b>Duration: January 1, 2024 to December 31, 2025</b> <b>Please see attached: Terms of Reference (TOR)</b></p> <p>Additional Requests from Procuring Entity:  <input type="checkbox"/> Please provide sample upon request of end-user  <input type="checkbox"/> Please see full specifications/attached sample design for reference.  <input checked="" type="checkbox"/> Other conditions to this request, please state:  <u>For more info, please contact the end-user at 8924-6031 loc. 215</u>  <u>Kindly address all proposals to the Chairperson, Bids and Awards Committee</u></p> <p>Contract shall be awarded to the bidder per:  <input type="checkbox"/> Item basis  <input checked="" type="checkbox"/> Lot basis</p> <p>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:            1. DTI/SEC Registration Certificate      6. Income Tax Return (ITR)            2. Mayor's Permit            3. PHILGEPS Certificate of Registration            4. BIR Certificate of Registration            5. Sign Omnibus Sworn Statement</p> <p><b>Important Note:</b>            -For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO.            -For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.            -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>	12 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 January 1, 2025 to December 31, 2025**

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.

*for* *(Mable D. ...)*  
**RANDY C. MABANA**  
Action Officer, Administrative and Finance Division  
In Concurrent Capacity as Head, BAC Secretariat  
*8*