

**OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION**

**TERMS OF REFERENCE**

**I. PROJECT TITLE**

**PURCHASE OF DOMESTIC FLIGHT TICKETS FOR THE PUBLIC CONSULTATION OF TOURISM STANDARDS (MANILA - LGP - MANILA)**

**II. BACKGROUND**

<b>Flight Details</b>	<b>No. of Pax</b>
November 6, 2022   Manila to LGP	1 pax
November 9, 2022   LGP to Manila	1 pax

**III. PURPOSE/OBJECTIVE**

To participate in the 31<sup>st</sup> Philippine Institute of Environmental Planners (PIEP) National Convention

**IV. MINIMUM REQUIREMENT FOR SUPPLIERS**

- Must be **DOT-accredited Travel and Tour Agency/Travel Agency**
- Regular fare (not promo fare)
- Rebookable
- Must be willing to provide services on a send-bill arrangement

**V. SCOPE OF WORK**

To provide Domestic Airline tickets from Manila to Legazpi and Legazpi to Manila:

<b>Name of Passengers &amp; Flight Details</b>	<b>Flight Route</b>	<b>Flight ETD/ETA</b>
1. <b>Virgilio M. Maguigad</b>		
November 6, 2022	Manila to LGP	1440H - 1455H
November 9, 2022	LGP to Manila	1655H - 1755H

**Requirements:**

- 20kg baggage allowance
- With travel insurance

**VI. APPROVED BUDGET**

FIFTEEN THOUSAND PESOS ONLY  
(₱ 17,000.00)

**VII. TERMS OF PAYMENT**

- Government procedure

**VIII. PROJECT OFFICER/CONTACT PERSON**

  
Ms. Glenn C. Binas  
Office of the Director, Office of Tourism Standards and Regulation

Trunk Line: (02) 459-5200 to 30 Local 206

Mobile: 0920-8052524

Email: [otsr.centralemail@gmail.com](mailto:otsr.centralemail@gmail.com)

**NOTE:** *The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.*

Approved by:

  
**VIRGILIO M. MAGUIGAD, EnP**  
Director  
Office of Tourism Standards and Regulation