

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

TERMS OF REFERENCE

I. PROJECT TITLE

PURCHASE OF DOMESTIC FLIGHT TICKETS FOR THE *DOT-LGU ENGAGEMENT: MOVING TOWARDS QUALITY SEMINAR* (MANILA - CAGAYAN DE ORO CITY - MANILA)

II. BACKGROUND

| Flight Details | No. of Pax |
|---|-------------------|
| November 14, 2022 Manila to Cagayan de Oro City | : Six pax |
| November 16, 2022 Cagayan de Oro City to Manila | : Six pax |

III. PURPOSE/OBJECTIVE

To conduct the *DOT-LGU Engagement: Moving Towards Quality Seminar* for the LGU officers of Region 10 in Cagayan de Oro City

IV. MINIMUM REQUIREMENT FOR SUPPLIERS

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

V. SCOPE OF WORK

To provide roundtrip domestic airline tickets from Manila to Cagayan de Oro City v.v.:

| Name of Passengers & Flight Details | | Flight Date | Flight Route | Flight ETD/ETA |
|--|------------------------------|--------------------|---|-----------------------|
| 1. | Ma. Teresa U. Fevidal | November 14, 2022 | Manila (MNL) to Cagayan de Oro City (CGY) | 0850H - 1030H |
| 2. | Marissa Victoria C. Claustro | | | |
| 3. | Precy Salvacion T. Aguinaldo | | | |
| 4. | Blessy Grace G. Tansingco | | | |
| 5. | JC Jan O. Cueto | November 16, 2022 | Cagayan de Oro City to Manila (MNL) | 1125H - 1305H |
| 6. | Justine Carlo J. Geronimo | | | |

Requirements:

- 20kg baggage allowance
- With travel insurance


VI. APPROVED BUDGET

**SIXTY-SIX THOUSAND PESOS ONLY
(₱ 66,000.00)**

VII. TERMS OF PAYMENT

- Government procedure

VIII. PROJECT OFFICER/CONTACT PERSON


MS. BLESSY GRACE G. TANSINGCO/MR. JUSTINE CARLO J. GERONIMO
Standards Development Division, Office of Tourism Standards and Regulation

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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