

## OTERMS OF REFERENCE


- I. **PROJECT:** Purchase of Domestic Tickets for the following flights:
- Manila- Bohol -Manila
- II. **PURPOSE/OBJECTIVE:**
- Attendance to the Groundbreaking of Tourist Rest Areas (TRAs) in Dauis Bohol on 07 December 2022.
- III. **MINIMUM REQUIREMENTS FOR SUPPLIERS:**
- Must be a DOT-accredited Travel and Tour Agency/Travel Agency
  - Must be willing to provide services on a send-bill arrangement
  - Flight must be re-bookable
- IV. **SCOPE OF WORK/DELIVERABLES:**
- Passenger Details:
    1. Secretary Ma. Esperanza Christina Garcia Frasco
    2. USEC Mae Elaine T. Bathan
    3. Czarina C. Cruz
  - Flight Details:  
Manila - Tagbilaran, Bohol      December 07, 2022    09:10AM – 10:45AM
  - Passenger Details:
    1. Director Ronald P. Conopio
    2. Johann Erick Martinez
  - Flight Details:  
Tagbilaran, Bohol- Manila      December 07, 2022    1855H – 2025PM
- V. **BUDGET**
- Total estimated budget is **Php 90,830.00** (all inclusive)
- VI. **PAYMENT PROCEDURE**
- Government Procedure
- VII. **CONTACT PERSON**
- **Ms. Bernadette Manuel**  
Office of the Secretary  
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84595200 local 602

**APPROVED BY:**



**ALVEN T. TALISIC**

Head Executive Assistant, Office of the Secretary

Received:   
Lucman, Nojuna  
6:18 pm  
05-XII-22