

TERMS OF REFERENCE

MEDIA COVERAGE OF THE OFFICE OF PUBLIC AFFAIRS AND ADVOCACY (OPAA) OF THE GROUNDBREAKING OF THE TOURIST REST AREA IN SAUD, ILOCOS NORTE ON DECEMBER 11-13, 2022

I. GROUND HANDLER

- DOT Accredited
- Ground Coordinator to join group for Dec. 11-13, 2022)

II. AIRFARE:

- **Round trip airfare for five (5) pax to MNL-LAO-MNL**
Flight preference:
 - December 11, 2022 > MNL-LAO 1130H 1250H (5 Pax)
 - December 12, 2022 > LAO-MNL 2115H 2220H (3 Pax)
 - December 13, 2022 > LAO-MNL 1340H 1450H (2 Pax)
 - Inclusive of all terminal fees and other applicable taxes

III. TRANSPORTATION:

- 1 DOT Accredited Van (at least 15 seaters)
- Laoag Airport >> Saud, Ilocos Norte and nearby >> Laoag airport for 3 days
- With well-groomed driver, knowledgeable of directions in the area
- Inclusive of gasoline, applicable toll fees, parking fees, and driver's meals

IV. ACCOMMODATION:

- **3D / 2N** at any DOT Accredited Hotel (2-3 stars) in Ilocos Norte, preferably within Saud or nearby
- One (1) Single De Luxe Room
- Two (2) Twin Sharing Rooms
- Inclusive of free buffet breakfast for 2 pax per room

V. MEALS:

- Full board meals (Breakfast – Dec. 11, Lunch and Dinner – Dec. 11-13) for five (5) pax for three (3) days
- AM and PM snacks for five (5) pax for three (3) days

VI. TERMS OF PAYMENT:

Government Procedure

VII. TOTAL BUDGET:

➤ **PHP 160,000.00 (inclusive of all taxes)**

- *Chargeable against the Office of Public Affairs and Advocacy (OPAA)
FY2021 CONTINUING FUNDS under ADMINISTRATION EXPENSES*

VIII. CONTACT PERSON:


MR. ELY V. ALDEA
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APPROVED BY:


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