

TERMS OF REFERENCE

- I. **PROJECT:** Purchase of Roundtrip Domestic Airline Tickets (Zamboanga-Manila)
- II. **PURPOSE/ OBJECTIVES:**
- To conduct and facilitate the 2022 DOT Annual Assessment Review and Learning Session for Regional Accreditation Officers on January 23 to 27, 2023.
- III. **MINIMUM REQUIREMENTS FOR SUPPLIERS:**
- Must be DOT accredited Travel and Tour Agency/Travel Agency
 - Tickets are refundable and rebookable
 - Regular fare (not promo fare)
 - Must be willing to provide services on a send bill arrangement
- IV. **SCOPE OF WORK/ DELIVERABLES:**
- (A) Domestic roundtrip air tickets for the following passengers:
- 1) **CONSUELO L. GESTOPA**
 - 2) **CECILIO V. CRUZ**
 - 3) **IRWIN M. BARAAN**
 - 4) **LEXIE DAY A. FLORES**
 - 5) **DENISE ALYSSON V. ANDERSON**
 - 6) **REI ANN S. RAZON**
 - 7) **MARISSA VICTORIA C. CLAUSTRO**
 - 8) **PRECY-SALVACION T. AGUINALDO**
 - 9) **ROLLIE L. OSAYAN**
- Flight Details
January 27, 2023 | 01:50PM-03:35PM (ZAM – MNL) with 20kgs baggage
- V. **BUDGET**
- Total estimated budget is **PhP 72,315.00 (all inclusive)**
- VI. **PAYMENT PROCEDURE**
- Government Procedure
- VII. **PROJECT OFFICER/ CONTACT PERSON**
- **MS. DENISE ALYSSON V. ANDERSON**
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