

TERMS OF REFERENCE

**I. PROJECT DETAILS**

**Project** : **Compliance and Operations Audit of PDOT Frankfurt**  
**Destination** : PDOT Frankfurt, Germany  
**Period Covered** : May 13-21, 2023 (inclusive of travel period)

**II. MINIMUM REQUIREMENTS FOR SUPPLIERS**

- Must be DOT accredited
- Tickets are re-bookable and refundable
- Must provide appropriate travel insurance coverage
- Willing to provide services on send- bill arrangement

**III. SCOPE OF WORK/DELIVERABLES**

FLIGHT DETAILS	PASSENGER DETAILS	REQUIREMENTS
PDOT – Frankfurt  May 13-14, 2023 Manila-Frankfurt MNL-FRA Preferred flight: Evening Flight	NAME: REYNALDO M. ROSAS OFFICE/DIV.: Internal Audit Service POSITION: Director IV BIRTHDAY: 30 May 1971 EMAIL: rmrosas@tourism.gov.ph CONTACT NUMBER: 09190683173  NAME: JUNE J. GARDUQUE OFFICE/DIV.: IAS- Operations Audit Division POSITION: Chief / Internal Auditor V BIRTHDAY: 4 June 1970 EMAIL: junegarduque@yahoo.com CONTACT NUMBER: 09985925758  Budget Source: IAS GAA 2023	Inclusive of: <ul style="list-style-type: none"><li>• Travel Insurance</li><li>• Standard baggage allowance for economy class ticket</li></ul>
May 20-21, 2023 Frankfurt-Manila FRA-MNL Preferred Flight: Afternoon Flight		

**IV. OTHER REQUIREMENT**

- o Standard baggage allowance for economy class ticket

**V. BUDGET**

**PHP 249,171.55** – Two Hundred Forty-Nine Thousand, One Hundred Seventy-One Pesos and Fifty Five Centavos

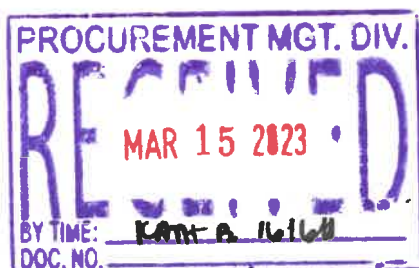
**VI. PAYMENT PROCEDURE**


Government Procedure

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

**VII. CONTACT PERSON/S**

**Rosavella M. Mercurio**  
Tel. [02] 8459 5200 local 310



  
**REYNALDO M. ROSAS, MNSA**  
Director IV  
Internal Audit Service