

**TERMS OF REFERENCE FOR THE PROCUREMENT OF THE  
SERVICES OF A TRAVEL & TOUR OPERATOR FOR THE PHILIPPINES'  
PARTICIPATION TO THE ASEAN TOURISM COMMITTEES MEETINGS**

13-20 May 2023 | Labuan Bajo, Indonesia

**I. BACKGROUND**

The ATCMs will discuss, among others, follow up actions on the decisions of the recent 57th ASEAN NTOs & Related Meetings held in February 2023 in Yogyakarta, Indonesia, detailed implementation of the ASEAN Tourism Strategic Plan (ATSP) 2016-2025, progress implementation of the ASEAN Mutual Recognition Arrangement on Tourism Professionals (MRA-TP), ASEAN Tourism Marketing Strategy (ATMS) and other tourism project in 2023 under the ASEAN NTOs Fund.

The following Meetings shall be held during the ASEAN Tourism Committees Meetings:

1. 15<sup>th</sup> ASEAN Tourism Marketing Partnership – Working Group (ATMP-WG)
2. 15<sup>th</sup> ASEAN Tourism Competitiveness Committee (ATCC)
3. 29<sup>th</sup> ASEAN Tourism Professional Monitoring Committee (ATPMC)
4. 15<sup>th</sup> ASEAN Sustainable and Inclusive Tourism Development Committee (ASITDC)
5. 15<sup>th</sup> ASEAN Tourism Resourcing, Monitoring, and Evaluation Committee (ATRMEC)

In this regard, the PDOT is in need of a DOT-Accredited Travel and Tour Operator based in Metro Manila to provide requirements on international airfare and travel insurance in connection with participation of PDOT representatives in the ASEAN Tourism Committees Meeting from 12 May 2023 to 21 May 2023 (inclusive of travel dates) in Labuan Bajo, Indonesia

**II. SCOPE AND SERVICES**

**1. Round trip international airfare for the following:**

Passenger Name/s	Flight Details		Class	No. of pax
1. Marcos S. Aradanas (Mr) 2. Kim Benedict B. Vito (Mr)	13 May 2023 <b>Manila – Jakarta</b> Time within 01:00PM to 11:59PM	19 May 2023 <b>Labuan Bajo – Jakarta</b> Time within 12:00NN to 08:00PM	Economy	2
	14 May 2023 <b>Jakarta – Labuan Bajo</b> Time within 04:30AM to 12:00NN	20 May 2023 <b>Jakarta - Manila</b> Time within 12:00AM to 10:00AM		
3. Jem Micaiah M. Turla (Ms) 4. Jim-Ray R. Bagsic (Mr)	16 May 2023 <b>Manila – Jakarta</b> Time within 01:00PM to 11:59PM	19 May 2023 <b>Labuan Bajo – Jakarta</b> Time within 12:00NN to 08:00PM	Economy	2
	17 May 2023 <b>Jakarta – Labuan Bajo</b> Time within 04:30AM to 12:00NN	20 May 2023 <b>Jakarta - Manila</b> Time within 12:00AM to 10:00AM		

**2. Travel insurance for Four (4) pax**

**III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT**

The approved total budget for the contract is Seven Hundred Twenty Nine Thousand Nine Hundred Sixty Four Pesos (Php 729,964.00) inclusive of all applicable taxes, government procedure, and send bill arrangement.

**TERMS OF REFERENCE FOR THE PROCUREMENT OF THE  
SERVICES OF A TRAVEL & TOUR OPERATOR FOR THE PHILIPPINES'  
PARTICIPATION TO THE ASEAN TOURISM COMMITTEES MEETINGS**

13-20 May 2023 | Labuan Bajo, Indonesia

**IV. CONTACT DETAILS**

**PREPARED BY:**

  
**JEM MICAJAH M. TURLA**

Senior Tourism Operations Officers  
Policy Formulation and International Cooperation Division  
jmturla@tourism.gov.ph | Viber/ WhatsApp: +639 17 874 5670

**APPROVED BY:**

  
**WARNER M. ANDRADA**

O/C-Assistant Secretary, Tourism Development