

## TERMS OF REFERENCE

1. **PROJECT:** Procurement of Roundtrip Domestic Airline Tickets
2. **PURPOSE / OBJECTIVE:** For the conduct of the Second Regional Directors' Meeting on 7 June 2023 in Tacloban, Leyte
3. **MINIMUM REQUIREMENTS**
  - a. Must be a DOT Accredited Travel and Tours Agency
  - b. Ticket must be refundable and rebookable
  - c. Inclusive of 20 kilos baggage allowance per passenger per flight
  - d. Must be *exit row, aisle seat*

#### 4. SCOPE

Passengers: Tamano, Shahlimar Hofer (Mr)  
Quiachon, Judilyn S. (Ms)

Flight Details:  
06 June 2023 MNL – TAC 11:10 – 12:45  
08 June 2023 TAC – MNL 12:45 – 14:15

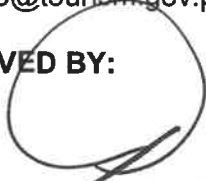
Passengers: Simpao, Timothy S. (Mr)  
Simpao, Camille F. (Ms)

Flight Details:  
06 June 2023 MNL – TAC 04:05 - 05:30  
08 June 2023 TAC – MNL 13:45 - 15:15

5. **PROPOSAL / QUOTATION MUST BE:**
  - a. Inclusive of VAT and other government taxes
  - b. Must agree to Government Procurement and Send Bill Arrangement
6. **TOTAL BUDGET:** PHP 98,280 (all inclusive)
7. **PROJECT OFFICER / CONTACT PERSON:**

Camille F. Simpao  
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#### 8. APPROVED BY:



**SHAHLIMAR HOFER TAMANO**  
Undersecretary, TRCRG