

**OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION**

TERMS OF REFERENCE

I. Project Title

PROCUREMENT OF INTERNATIONAL AIRLINE TICKETS IN RELATION TO THE PARTICIPATION OF OTSR-SDD PERSONNEL TO THE 16TH ASEAN TOURISM COMPETITIVENESS COMMITTEE MEETING IN LUANG PRABANG, LAO PDR

II. Purpose/Objective

The Office of Tourism Standards and Regulation is in need of the services of a Travel and Tour Agency/Travel Agency in the Philippines engaged in the business of travel-related services, including sale and/or issuance of airline tickets in relation to the participation of OTSR-SDD Personnel to the 16th ASEAN Tourism Competitiveness Committee Meeting in Indonesia

III. Minimum Requirements for Suppliers

- Must be a DOT-accredited Travel and Tour Agency/Travel Agency
- Regular fare (not promo fare)
- Must be willing to provide services on a send-bill arrangement, with breakdown of actual expense

IV. Scope of Work and Deliverables

Round trip international economy airfare for the following:

**Passengers: CLAUSTRO, MARISSA VICTORIA C. (MS) – Birthday: 11/11/1971
AGUINALDO, PRECY-SALVACION T. (MS) – Birthday: 01/16/1971**

Flight Details:

04 Sept 2023	MNL - BKK	1910H – 2135H
05 Sept 2023	BKK - LPQ	0955H - 1205H
07 Sept 2023	LPQ - BKK	1245H – 1450H
07 Sept 2023	BKK - MNL	1810H – 2240H

Ticket Inclusions:

Inclusive of 20 kilos baggage allowance per way and travel insurance

V. APPROVED BUDGET FOR THE CONTRACT

**TWO HUNDRED FIFTEEN THOUSAND THREE HUNDRED EIGHTY PESOS ONLY
(₱215,380.00)**

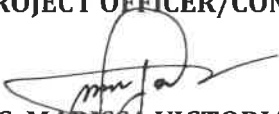
Inclusive of VAT and other government taxes

VI. PAYMENT PROCEDURE

- The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account and other payment documents after the travel have been completed.

- Payment shall be based on actual expenses incurred but not to exceed **TWO HUNDRED FIFTEEN THOUSAND THREE HUNDRED EIGHTY PESOS ONLY** (₱215,380.00) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

VII. PROJECT OFFICER/CONTACT PERSON


MS. MARISSA VICTORIA C. CLAUSTRO /MS. PRECY SALVACION T. AGUINALDO
Standards Development Division
Office of Tourism Standards and Regulation

Trunk Line: (02) 8459-5200 to 30 Local 224
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Email: sdd@tourism.gov.ph

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

Approved by:


VIRGILIO M. MAGUIGAD, EnP
Director
Office of Tourism Standards and Regulation