

TERMS OF REFERENCE

- I. **PROJECT TITLE:** Congressional Participation in the Diving Equipment and Marketing Association (DEMA) Show 2023
- II. **VENUE :** New Orleans, Louisiana, USA

III. SCOPE OF WORK

A. Roundtrip International Airline Tickets

- Issuance of airline ticket is subject to DOT clearance upon submission of the approved Travel Order and Authority to Travel on Business Class
 - **Two (2) Economy Class Tickets or Business Class Tickets depending on the submission of the Authority to Travel on Business Class for the Members of House of Representatives**
 - **One (1) Economy Class ticket for DOT representative**
- Flights must be re-bookable and refundable
- Regular fare, not promo fare
- Must be willing to provide tickets on a send-bill arrangement

Passengers:

Economy Class Tickets or Business Class Tickets depending on the submission of the Authority to Travel on Business Class: (2 pax)

1. Hon. Gerville R. Luistro
2. Hon. Angelica Natasha A. Co

Economy Class Tickets: (1 pax)

1. Sherwin M. Manuel

Flight Details:

Manila - New Orleans, Louisiana, USA

Departure in Manila - 12 November 2023

Arriving in New Orleans, Louisiana - 13 November 2023

New Orleans, Louisiana, USA - Manila

Departure in New Orleans, Louisiana - 18 November 2023

Arriving in Manila - 20 November 2023

Note: The supplier may present the most convenient available flight options provided that it will not exceed the prescribed budget.

Requirements:

- 30 kilos check-in free luggage allowance with 7 kilos hand-carry luggage allowance
- Baggage must be checked through
- Seat selection for the Members of the House of Representatives

B. Health and Travel Insurance for the one (1) DOT Employee

- Travel insurance with COVID-19 coverage, personal accident, and 24-hour travel assistance included in the insurance

IV. BUDGET

Total budget allocation **Nine Hundred Seventy Thousand Eight Hundred Seventeen Pesos and 57/100 (Php 970,817.57)** inclusive of taxes. Full payment shall be made upon completion of the project.

V. PAYMENT PROCEDURE

- Send bill arrangement, government procedure
- Payment shall be based on the actual number of airline tickets issued

VI. PROJECT OFFICER

SHERWIN M. MANUEL

Office: Legislative Liaison Unit

Tel. No.: 459-5200 loc. 304

Email Address: llu@tourism.gov.ph

Chief, Legislative Liaison Unit