

TERMS OF REFERENCE

I. PROJECT DETAILS

Project : **VIETNAM SALES MISSION 2023**
Route : Manila, Philippines to Ho Chi Minh City, Vietnam
Ho Chi Minh City to Hanoi, Vietnam
Hanoi, Vietnam to Manila, Philippines
Period Covered : November 6-12, 2023

II. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be DOT accredited
- Tickets are re-bookable
- Willing to provide services on send-bill arrangement
- Must include travel insurance (with coverage starting from the point of origin)

III. SCOPE OF WORK/DELIVERABLES

Flights with standard carry-on baggage and 30-32kg checked allowance:

PASSENGER	DATE OF TRAVEL	DESTINATION	ETD	ETA
Ms. Gwendolyn S. Batoon	November 6, 2023	MNL - SGN	6:40AM	8:30AM
	November 8, 2023	SGN - HAN	7:00PM	9:15PM
	November 12, 2023	HAN - MNL	8:25AM	1:00PM
Ms. Micah Maria Anne P. Sales	November 6, 2023	MNL - SGN	6:40AM	8:30AM
	November 8, 2023	SGN - HAN	7:00PM	9:15PM
	November 12, 2023	HAN - MNL	8:25AM	1:00PM
Mr. Warren S. Palacio	November 8, 2023	SGN - HAN	7:00PM	9:15PM

IV. BUDGET

The total budget is **ONE HUNDRED SEVENTY-FOUR THOUSAND SEVEN HUNDRED FIFTY-ONE PESOS AND 37/100 (PHP 174,751.37)**

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

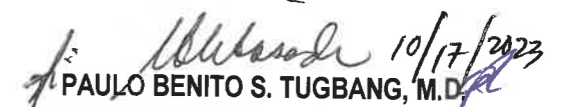
V. PAYMENT PROCEDURE

Government Procedure

VI. CONTACT PERSON

Contact Person : **MICAH MARIA ANNE P. SALES**
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APPROVED BY:


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Office of Product and Market Development