

TERMS OF REFERENCE

- 1. PROJECT:** Procurement of Roundtrip International Airline Tickets
- 2. PURPOSE / OBJECTIVE:** For the participation of the TRCRG Undersecretary and one OUSEC-TRCRG staff to the Diving Equipment and Marketing Association (DEMA) Show 2023 in New Orleans, Louisiana, USA on 14-17 November 2023.

3. MINIMUM REQUIREMENTS

- Must be a DOT Accredited Travel and Tours Agency
- Ticket must be refundable and rebookable
- Inclusive of **additional 30kg** excess baggage allowance per passenger per flight
- Inclusive of travel insurance
- Must be **exit row – window seat for Undersecretary Tamano**
- Must be window seat for Mr. Simpao

4. SCOPE

Passenger: **Tamano, Shahlimar Hofer (Mr)**

Flight Details:

13 November 2023	MNL-SFO	9:55 am to 6:20 am
13 November 2023	SFO-MSY	10:35 am to 4:38 pm

17 November 2023	MSY – SFO	6:03 pm to 9:01 pm
17 November 2023	SFO – MNL	11:35 pm to 6:50 am (+2)

Passenger: **Simpao, Timothy S. (Mr)**

Flight Details:

13 November 2023	MNL-SFO	9:55 am to 6:20 am
13 November 2023	SFO-MSY	10:35 am to 4:38 pm

18 November 2023	MSY – SFO	6:03 pm to 9:01 pm
18 November 2023	SFO – MNL	11:35 pm to 6:50 am (+2)

5. PROPOSAL / QUOTATION MUST BE:

- Inclusive of VAT and other government taxes
- Must agree to Government Procurement and Send Bill Arrangement

6. TOTAL BUDGET: PHP 585,598.12 (all inclusive)

7. PROJECT OFFICER / CONTACT PERSON:

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8. APPROVED BY:


SHAHLIMAR HOFER TAMANO
Undersecretary, TRCRG

