

TERMS OF REFERENCE

1. **PROJECT:** Procurement of Roundtrip International Airline Tickets
2. **PURPOSE / OBJECTIVE:** For the participation of the TRCRG Undersecretary to the World Travel Mart 2023 and BBMG Program International Promotions on 04 to 11 November 2023 (inclusive of travel time) in London, United Kingdom.
3. **MINIMUM REQUIREMENTS**
 - a. Must be a DOT Accredited Travel and Tours Agency
 - b. Ticket must be refundable and rebookable
 - c. Inclusive of **additional 30** kilos excess baggage allowance per passenger
 - d. Inclusive of travel insurance
 - e. Must be exit row window seat

4. SCOPE

Passenger: Tamano, Shahlimar Hofer (Mr)

Flight Details:

MNL-DOH-MNL

04 November 2023	MNL-DOH	18:30 – 23:20
5 November 2023	DOH-LHR	01:50-06:25

LHR-DOH-MNL

10 November 2023	LHR-DOH	14:05 – 00:15 (+1)
11 November 2023	DOH-MNL	02:55 – 16:30

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 206,424.80 (all inclusive)
7. **PROJECT OFFICER / CONTACT PERSON:**

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8. APPROVED BY:



SHAHLIMAR HOFER TAMANO
Undersecretary, TRCRG

LOVE
THE PHILIPPINES

