

## TERMS OF REFERENCE

1. **PROJECT:** Procurement of Roundtrip International Airline Tickets
2. **PURPOSE / OBJECTIVE:** For the participation to the Outbound Travel Market 2024 in Mumbai, India on 6-10 February 2024.
3. **MINIMUM REQUIREMENTS**
  - a. Must be a DOT Accredited Travel and Tours Agency
  - b. Ticket must be refundable and rebookable
  - c. Inclusive of **30** kilos baggage allowance per passenger
  - d. Must be exit row window seat. *If the preferred seat is unavailable, please coordinate with the Project Officer before issuing.*
  - e. Inclusive of travel insurance

#### 4. SCOPE

Passenger: Tamano, Shahlimar Hofer (Mr)  
Flight Details:

##### Manila to Mumbai

6 February 2024 MNL – BKK 13:10 - 15:45  
6 February 2024 BKK – BOM 18:55 - 22:00

##### Mumbai to Manila


9 February 2024 BOM – BKK 23:20 - 05:05 (+1)  
10 February 2024 BKK – MNL 07:45 - 11:55

#### 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 122,987.61 (all inclusive)

#### 7. PROJECT OFFICER / CONTACT PERSON:

  
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#### 8. APPROVED BY:

  
**SHAHLIMAR HOFER TAMANO**  
Undersecretary, TRCRG

