

## TERMS OF REFERENCE

1. **PROJECT:** Procurement of Roundtrip International Airline Tickets
2. **PURPOSE / OBJECTIVE:** For the participation of the undersigned and TCRO Director to the Internationale Tourismus Borse (ITB) in Berlin, Germany on 2 -9 March 2024 (Germany to Manila Leg)
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. Undersecretary Tamano must be in an **exit row window seat**. Director Quiachon must be in an **exit row aisle 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)
	Quiachon, Judilyn S (Ms.)
Flight Details:	
8 March 2024	BER-DOH 15:15 - 22:50
9 March 2024	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 285,534.61 (all inclusive)
7. **PROJECT OFFICER / CONTACT PERSON:**

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8. **APPROVED BY:**



**SHAHLIMAR HOFER TAMANO**  
Undersecretary, TRCRG

