

TERMS OF REFERENCE

I. PROJECT TITLE: INTERNATIONAL AIRLINE TICKET REQUIREMENTS FOR ROUTES ASIA 2019

II. BACKGROUND:

Recognizing the important role of Route Development in increasing tourism demand through the generation of new air services, the Philippine Department of Tourism (DOT), together with the Mactan Cebu International Airport Authority will be hosting Routes Asia 2019. Routes Asia forms the essential event for all aviation based companies who wish to conduct business to, from and within the region. Bringing together a range of airlines, airports and tourism authorities, including some of the largest carriers from the whole Asian region, this provides an opportunity to meet with some of the most influential aviation professionals from across the world.

One of the host responsibilities is to provide the roundtrip international airfare of the organizers (UBM). Based on the signed Agreement, DOT shall provide 36 tickets (minimum standard premium economy).

III. SCOPE OF SERVICES

1. Provide **thirty-six (36)** roundtrip international airline tickets for the Routes Asia organizers.
2. Route: Manchester-Cebu-Manchester (with one stopover per leg)
3. Class: At least Premium Economy
4. Include insurance
5. **Dates**
Manchester-Cebu: Departure from Manchester on March 5, 2019 / Arrival in Cebu on March 6, 2019
Cebu- Manchester: Departure from Cebu on March 13, 2019 / Arrival in Manchester on March 14, 2019
6. Regular Baggage allowance

IV. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be Filipino owned, operated and legally registered Travel Agency / Tour Operator under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
3. DOT Accredited Travel Agency / Tour Operator
4. Must be willing to provide services on send-bill arrangement

Approved Budget for the Contract (ABC): **PHP 6,485,417.00** inclusive of all applicable taxes