



**TERMS OF REFERENCE FOR A
SERVICES OF A TRAVEL AND TOUR OPERATOR FOR THE
PURCHASE AND ISSUANCE OF INTERNATIONAL AIRLINE TICKET AND
OTHER TRAVEL SERVICES IN CONNECTION WITH THE OFFICIAL TRAVEL OF
THE DEPARTMENT OF TOURISM TO THE
24TH SESSION OF THE UN WORLD TOURISM ORGANIZATION AND THE
PRESENTATION OF THE STO. NINO DE CEBU AND MEETING WITH THE VFR
TRAVEL TRADE PARTNERS
28 NOVEMBER TO 07 DECEMBER 2021, MADRID AND BARCELONA, SPAIN**

Introduction

The Department of Tourism (DOT) will attend the 24th Session of the UN World Tourism Organization (UNWTO) General Assembly on 28 November to 03 December 2021 in Madrid, Spain. The General Assembly is the supreme organ of UNWTO. Its ordinary sessions are held every two years and is attended by delegates from UNWTO Full and Associate Members, as well as representatives from UNWTO Affiliate Members. It is considered the most important global meeting of senior tourism officials and high-level representatives of the private sector. Likewise, the DOT will proceed to Barcelona, Spain on 04 to 06 December 2021 for the presentation of the Sto. Nino de Cebu replica during an International Mass at the Sagrada Familia Parish as part of the 500 Years celebration, and meet with VFR Travel Trade partners catering to the Filipino Community in the region.

In this regard, the DOT is in need of an Accredited Travel and Tour Operator located within Metro Manila that shall provide the following requirements from 28 November to 07 December 2021 (inclusive of travel time) in Madrid and Barcelona, Spain:

I.) Purchase and Issuance of International Airline Tickets

A. Airfare:

Three (3) Economy Class Tickets

B. Passengers and Proposed Flight via Turkish Airlines:

1. Undersecretary Verna Esmeralda C. Buensuceso
 2. Mr. Jaime Victor S. Bayhonan
 3. Ms. Jem Micaiah M. Turla
- | | | | |
|---------|--------|---------|------------|
| TK 85 | 28 NOV | MNL IST | 2200 /0615 |
| TK 1857 | 29 NOV | IST MAD | 0830/ 1100 |
| TK 1856 | 06 DEC | BCN IST | 1745/2325 |
| TK 84 | 07 DEC | IST MNL | 0235/1850 |

Note: Proposed flight itinerary is flexible to variations on airlines based on seat availability, however, arrival and departure dates are non-negotiable.

D. Requirements:

- Ticket is rebookable, re-routable and refundable
- Regular Economy Fare
- Include Travel Insurance with COVID-19 Provisions
- Include at least 20-30 KG weight allowance



- Show breakdown of quotation
- Include travel tax and fuel charges (*Travel Tax will be deducted upon submission of Travel Tax Exemption Certificate*)
- Copies of passport will be provided
- Must be DOT Accredited
- Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS)
- Travel Agency must be within Metro Manila

II.) Purchase of Extra Weight for Luggage for Tokens

A. Manila – Madrid (Total of 20 KG)

B. Barcelona – Manila (Total of 20 KG)

V.) Total Budget: Php 890,569.32

VI.) Mode of Issuance: Government Procedure

VII.) Mode of Payment: Send-bill arrangement

VIII.) Contact Persons:

Jem Micaiah M. Turla (Ms.)

Tel. No. (632) 459-5200 to 30 local 514 or 506

Fax No. (632) 890-0544

Prepared By:

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