

TERMS OF REFERENCE

I. BIDDER : TOUR OPERATOR

II. PROJECT : Philippine Fun Underwater Explorers from April 10 to 17, 2023 in Sogod Bay, Southern Leyte

IV. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of services of a French tour operator or travel agency engaged in the business of providing international air tickets.

V. BACKGROUND

The Department of Tourism (DOT) is organizing the third edition of the Philippine Fun Underwater Explorers from April 10 to 17, 2023 in Sogod Bay, Southern Leyte. The Philippine Fun Underwater Explorers is an underwater “critter hunt” contest where groups of 2 members are presented with a mystery that they must solve through gathering clues from observing the unique marine life found in the destination.

Therefore, the DOT Frankfurt is in need of a French tour operator or travel agency in the Philippines engaged in the business of providing international air tickets, to provide the international air tickets of the participants.

VI. REQUIREMENTS AND SCOPE OF WORK

A. Minimum Requirements

- Show breakdown of quotation
- Must be willing to provide tickets on a send bill arrangement

B. Air Ticket Requirements

I. Flight Details

- **Passenger Names:**

1. Mr. Anthony Lambert
2. Ms. Estelle Lefebure

Paris to Manila

Departure from Paris on April 7, 2023 (*Preferably late evening flight departure*)

Arrival in Manila on April 8, 2023

Manila to Paris

Departure from Manila on April 17, 2023

Arrival in Paris on April 18, 2023

- **Passenger Name:**

3. Mr. Yann Beltrami

Paris to Manila

Departure from Paris on April 8, 2023

Arrival in Manila on April 9, 2023

Manila to Paris

Departure from Manila on April 18, 2023
Arrival in Paris on April 19, 2023

- **Passenger Names:**

- 4. Mr. Yann Valton
- 5. Ms. Margot Harty de Pierrebours

Nice to Manila
Departure from Nice on April 8, 2023
Arrival in Manila on April 9, 2023

Manila to Nice
Departure from Manila on April 18, 2023
Arrival in Nice on April 19, 2023

- **Passenger Name:**

- 6. Mr. Olivier Clot-Faybesse
- Nice to Manila
Departure from Nice on April 8, 2023
Arrival in Manila on April 9, 2023

Manila or Cebu to Nice
Departure from Manila on April 23, 2023
Arrival in Nice on April 24, 2023

II. Additional Baggage

Must include 30-40 kgs of additional baggage allowance for all the passengers on every flight

Deadline for the submission of quotation/proposal is on March 28, 2023.

VII. BUDGET ESTIMATE

Total estimated budget is EUR 18,350 EUR.

VIII. TERMS AND CONDITIONS

1. The winning bid shall be based on the proposal with the most advantageous package cost, provided that the amount of the bid does not exceed the above total budget.
2. Must be compliant with the procedures of the Philippine Government: 100% payment upon completion of the scope/deliverables The winning bid must be willing to wait at least 90 days for the government payment facilitation process.
3. Required supporting documents for payment:
 - Original copy of invoice following signed contract
 - Original boarding passes of all the flights and flight tickets

VIII. CONTACT PERSONS

DAKILA F. GONZALES

Tourism Attaché

JAMILLE FRANCINE A. CONCEL

Operations Officer

Email Address : jamille@morefunphilippines.de

Address : PDOT Frankfurt
Kaiserhofstrasse 7
60313, Frankfurt am Main
Germany

Signed by Proponent:

Name: _____

Company: _____

Company Designation: _____

Date: _____