

TERMS OF REFERENCE

- I. **PROJECT TITLE** : Pacific Asia Travel Association (PATA) Annual Summit (PAS) 2025
- II. **VENUE** : Istanbul, Turkey
- III. **DATE** : April 20-25, 2025 (inclusive of travel time)

IV. MINIMUM REQUIREMENTS FOR THE TOUR OPERATOR

- A Philippine-based PhilGEPS registered tour operator
- Must be DOT-accredited, if Philippine-based company
- Must be willing to provide services on send-bill arrangement

V. SCOPE OF WORK

A. Two (2) Roundtrip Economy Class International Air Tickets

| Route | Flight Details |
|--|--|
| Manila to Istanbul | MNL to IST via Dubai April 20, 2025 ETD: 07:45H / ETA: 17:55H |
| Istanbul to Manila | IST to MNL via Dubai April 24, 2025 – ETD: 19:25H April 25, 2025 – ETA: 16:15H |
| Inclusive of: <ul style="list-style-type: none">• 1 piece checked-in baggage per pax (30 kgs per piece)• 1 piece hand carry baggage per pax (7 kgs per piece)• Travel Insurance• Travel Tax Fee• Ticket is re-bookable, re-routable, and refundable• Rebooking fee must be included in the total airfare• With pre-select seats (preferably window and exit row) | |
| Name of Passenger | Birthdate |
| MS. SHARLENE ZABALA-BATIN Assistant Secretary, TDRG | March 28, 1976 |
| MS. OLIVIA NICOLE C. MANITI EA III, OAS-TDRG | September 16, 1996 |

VI. BUDGET

Total Budget Allocation of **Two Hundred Sixty-Three Thousand Six Hundred Twenty-Two and 60/100 Pesos Only (Php263,622.60)** inclusive of applicable government taxes. Full payment shall be made upon completion of the activity and on a send bill arrangement.

VII. PROJECT OFFICER / CONTACT PERSON

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Prepared by:



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Noted by:



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