

TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Tour Operator
- II. **PROJECT TITLE** : Philippine Sales Mission to Vietnam

III. PROJECT BACKGROUND

As part of the Department's regular market development initiatives for the Vietnamese market, the Office of Market Development (OMD) – Market Development Division (MDD) will be conducting a Sales Mission activity in key cities in Vietnam.

IV. MINIMUM REQUIREMENTS

- Must be a DOT-accredited company willing to provide services on send-bill arrangement;
- Must have experience handling DOT Central Office travel arrangements within the last two years;
- Must submit proposal with breakdown of quotation including taxes and charges, fuel charges, and service charges, otherwise taxes shall be levied on the total proposed amount

V. SCOPE AND WORK DELIVERABLES

International Air Tickets for two (2) passengers following below itinerary:

DATE	ROUTE	FLIGHT DETAILS / TIMINGS
April 21, 2025	MNL – SGN	ETD between 0330H to 0730H ETA between 0500H to 0900H
April 21, 2025	SGN – DAD	ETD between 1000H to 1200H ETA between 1130H to 1400H
April 22, 2025	DAD – HAN	ETD between 1300H to 1500H ETA between 1430H to 1630H
April 24, 2025	HAN – SGN	ETD between 1200H to 1400H ETA between 1330H to 1630H
April 26, 2025	SGN – MNL	ETD between 0900H to 1100H ETA between 1200H to 1430H

*If above flights have been fully booked, the supplier may present the next available flight option provided that it will not exceed the prescribed budget

Passenger Details:

1. Ms. Gwendolyn S. Batoon
 - Birthday: March 20, 1961
 - Passport Number: S0032108A
2. Ms. Celstine Joyce T. Sy
 - Birthday: September 24, 1993
 - Passport Number: S0031839A

Other Requirements/Inclusions:

- **Hand carry allowance:** at least 7 kgs. per person per way
- **Checked baggage:** at least 23 kgs. per person per way
- Provision of travel insurance for each passenger, covering official travel dates
- Air tickets must be re-bookable, re-routable, and refundable

VI. BUDGET

The total budget is **TWO HUNDRED TWENTY FIVE THOUSAND THREE HUNDRED SEVENTEEN PESOS AND SIXTY TWO CENTAVOS (P 225,317.62)** inclusive of all applicable taxes and should cover all requirements enumerated above.

VII. CONTACT INFORMATION

Project Officer : CELSTINE JOYCE T. SY *cts*
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Approved by:

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