

## TERMS OF REFERENCE

### I. PROJECT TITLE: ARABIAN TRAVEL MARKET2025

### II. VENUE: DUBAI, UNITED ARAB EMIRATES

### III. SCOPE OF WORK

#### A. Round Trip International Air Tickets

- Issuance of Round-Trip Business and Economy Class air tickets is subject to DOT clearance upon issuance of approved travel order
- Ticket must be re-bookable and refundable  
Passenger/s:

##### Business Class

- 1.) Secretary Ma. Esperanza Christina C. Frasco

##### Economy Class

- 2.) Assistant Secretary Ronald P. Conopio
- 3.) Ms. Czarina C. Cruz

#### Flight Details:

27 APRIL 2025

Manila – Dubai                      ETD 2355H                      ETA 0455H +1day (April 28, 2025)

28 APRIL 2025

Dubai - Manila                      ETD 1720H                      ETA 0555H + 1day (April 29, 2025)

#### Requirements:

- 32kg baggage allowance per pax (Manila-Dubai-Manila)
- plus 7 kilos hand-carry luggage allowance (per pax)

#### B. Health and Travel Insurance (3 pax)


- Personal Accidental Benefit
- Medical and Evacuation Benefit including COVID.19 coverage
- Travel Inconvenience Benefit
- 24-hour Travel Assistance

### IV. BUDGET

Total Budget allocation Five Hundred Eighty-One Thousand and One Hundred Eighty-Five Pesos and 46/100 (PHP581,185.46) inclusive of taxes. Full payment shall be made upon completion of the project (send bill arrangement).

- Bidders must submit a cost breakdown of their total bid amount

### V. PROJECT OFFICER

  
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APPROVED BY:

  
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