

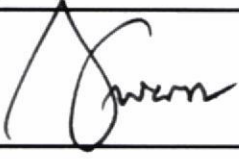
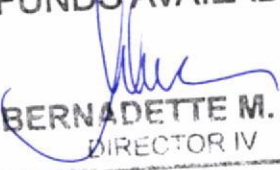


**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**  
(Agency)

Department: <b>Human Resource Management Division</b> Section:	PR No. <u>023-06-103</u> SAI No.	Date: <u>June 14, 2023</u> Date:
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Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p><b>PROCUREMENT OF SERVICES OF AIRLINE TICKETING AGENCY FOR OFFICIAL INTERNATIONAL TRAVELS OF THE OFFICE OF THE SOLICITOR GENERAL NOT COVERED BY PS-DBM AIRLINE ROUTE</b></p> <p><i>For Routes to the United States of America and Europe. Minimum of 34 tickets or until ABC is fully consumed.</i></p> <p><i>Description</i>            The OFFICE OF THE SOLICITOR GENERAL (OSG) is seeking to procure the services of an airline-ticketing agency for official foreign travels of its employees that will provide a streamlined and more convenient reservation and confirmation of travel arrangements.</p> <p><i>Scope</i>            This TOR covers the purchase of airline tickets for travels to the United States of America and Europe, that are not covered by PS-PhilGEPS GFA. Other administrative assistance for the application and issuance of visas and purchase of travel insurance are likewise contemplated in these TOR.</p> <p><b>TERMS OF AGREEMENT</b></p> <ol style="list-style-type: none"> <li>1. Qualifications</li> <li>2. Airline Ticketing Agency</li> <li>3. Where Services are to be Performed</li> <li>4. Services to be Performed</li> <li>5. Nature of Relationship</li> <li>6. Warranties of Airline Ticketing Agency</li> <li>7. Confidentiality</li> <li>8. Termination</li> <li>9. Liquidated Damages for Delay</li> <li>10. Schedule of payments</li> <li>11. Dispute Resolution Clause</li> <li>12. Taxation</li> <li>13. Term of Contract</li> <li>14. Suppletory Application of RA 9184</li> </ol> <p><i>Schedule of Payments</i>            The AIRLINE TICKETING AGENCY shall be paid within thirty (30) days from the end of each month when a sales invoice is issued, and shall charge not more than the service fees indicated in the TOR.</p> <p><i>Term of Contract</i>            This Agreement is for a term of one (1) year from receipt of the "AIRLINE TICKETING AGENCY" of the Notice to Proceed (NTP), however, if a balance of the ABC remains at the end of the one (1) year term, this Agreement shall be extended until six (6) months or until the ABC has been fully consumed, whichever comes first.</p>	1	Php 3,000,000.00 VAT INCLUSIVE	Php 3,000,000.00

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		Please see attached Terms of Reference (TOR): I. Project Details / Background II. Terms of Agreement  Attached: Memorandum from ASG Elaine Rose A. Sanchez-Corro, TWG Chairperson and Approved Terms of Reference (TOR) from the Technical Working Group for the Procurement of Airline Tickets			
Amount in Words:		<b>Three Million Pesos Only</b>			<b>Php 3,000,000.00</b>
Purpose:		<b>For Bidding</b>			
Prepared By:		Recommending Approval:		Approved by:	
					
<b>SHERA JANE B. SOLON</b>		<b>EDITHA R. BUENDIA</b>		<b>MENARDO I. GUEVARRA</b>	
Administrative Officer V		Director IV, HRMAS		Solicitor General	

**FUNDS AVAILABLE:**  
  
**BERNADETTE M. LIM**  
 DIRECTOR IV