

TERMS OF REFERENCE

PROCUREMENT OF SERVICES OF AIRLINE TICKETING AGENCY FOR OFFICIAL INTERNATIONAL TRAVELS OF THE OFFICE OF THE SOLICITOR GENERAL NOT COVERED BY PS-DBM AIRLINE ROUTES

APPROVED BUDGET COST: ₱3,000,000.00 for Routes to the United States of America and Europe. Minimum of 34 tickets or until ABC is fully consumed.

I. PROJECT DETAILS/ BACKGROUND

Description

The OFFICE OF THE SOLICITOR GENERAL (OSG) seeks 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.

Background

The OSG is a National Government Agency that represents the Republic of the Philippines and its officials, in their official capacity, in litigations, proceedings, investigations and other matters requiring the services of a lawyer.

As the law firm of the Republic of the Philippines, it is imperative that Solicitors possess legal skills and knowledge necessary to keep them abreast of both local and international legal developments. Thus, in the fulfillment of its mandate, the OSG requires the purchase of airline tickets for its Solicitors, representative(s) and/or delegation.

Following the initiative of the Department of Budget and Management (DBM) through its PS-PhilGEPS under the Government Fares Agreement (GFA), the OSG also seeks to: (1) standardize booking procedures for its official international travels, not covered by PS-PhilGEPS airline suppliers; and (2) to procure international tickets at its best rates, as provided under Appendix 28 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 updated as of March 21, 2021.¹

Objective

The Terms of Reference (TOR) aim to execute an Agreement with a ticketing service provider, herein referred to as the "AIRLINE TICKETING AGENCY". The AIRLINE TICKETING AGENCY shall provide the best rates for international airline tickets, as well as render efficient, reliable, and cost-effective travel services and access to airline reservations system. Towards this objective, the winning responsive bidder shall execute an Agreement, with the following core stipulations, as set forth in the preceding paragraphs.

¹ Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas.

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Scope

This TOR cover 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.

II. TERMS OF AGREEMENT

1. *Qualifications.* The AIRLINE TICKETING AGENCY shall have ALL the following basic qualifications:

a. Meets the standard Eligibility Requirements uploaded and maintained in PhilGEPS in current and updated file of Class "A" documents:

i. Legal Documents

1. SEC registration for Corporation/Partnership or DTI Registration for Sole Proprietorship, whichever is applicable;
2. Business Permit; and
3. Certification/License as an Authorized Travel Agent.

ii. Technical Documents (statement of the bidder of all its ongoing contracts, including awarded but not yet started, if any, in similar or not similar in nature and complexity of this service to be bid) or (Statement of the bidder's Single Largest Completed Contract (SLCC)).

For purpose of this project, similar projects/contracts shall refer to contracts for purchasing/booking airline tickets for use of a government agency or private company involving trips abroad from the Philippines and/or back, and providing other services necessarily included for the completion of said flight/trip for a duration of at least three (3) years. The term projects/contracts refer/s to the value of accumulated purchases of airline tickets per agency/company.

iii. Financial Documents: BIR-stamped audited financial statements for the last three (3) years, Net Financial Contracting Capacity (NFCC).

b. Maintains facilities of on-line booking / airline reservations, international ticketing, and ticket printing.