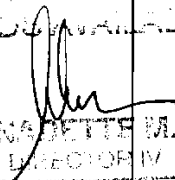


PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)

Department: Human Resource Management Division	PR No. 022-11-225 (2023)	Date: November 24, 2022
Section: Learning and Development	SAI No.	Date:


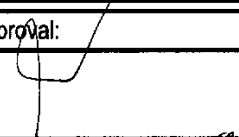
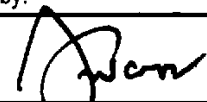
Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
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	lot	<p>PROCUREMENT OF SERVICES OF AIRLINE TICKETING AGENCY FOR OFFICIAL INTERNATIONAL TRAVELS OF THE OFFICE OF THE SOLICITOR GENERAL NOT COVERED BY PS-DBM AIRLINE ROUTES</p> <p><i>The OFFICE OF THE SOLICITOR GENERAL (OSG) shall hereafter be referred to as the "CLIENT" 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.</i></p> <p>No. of Tickets Required: Minimum of 28 tickets or more, until ABC is fully consumed, for Routes to The Hague, Netherlands; Paris, France; Turin, Italy; and Dubai, UAE.</p> <p>Delivery</p> <ul style="list-style-type: none"> Airline Ticketing Agency services shall be available to "CLIENT" in the day "AIRLINE TICKETING AGENCY" has received a Notice to Proceed (NTP) from the Office of the Solicitor General (OSG). <p>Schedule of Payments</p> <ul style="list-style-type: none"> 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 stated in Terms of Reference per issued air ticket. <p>Term of Contract</p> <ul style="list-style-type: none"> This Agreement is for a term of one (1) year from receipt of the "AIRLINE TICKETING AGENCY" of the Notice to Proceed (NTP). <p><i>Please see attached Terms of Reference:</i></p> <p>I. Project Details/Background:</p> <ul style="list-style-type: none"> Description; Background; Objective; Scope. <p>II. Terms of Agreement:</p> <ol style="list-style-type: none"> Qualifications of Airline Ticketing Agency; Delivery; Where Services are to be performed; Services to be Performed; Nature of Relationship; Warranties; Confidentiality; Termination; Liquidated Damages for Delay; Schedule of Payments; Dispute Resolution Clause; Term of Contract. <p><i>Attached: Memorandum from TWG Chairperson ASG Ellaine Rose A. Sanchez - Corro and Approved Terms of Reference from the Technical Working Group</i></p>	1	Php 1,500,000.00 VAT INCLUDED	Php 1,500,000.00
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FUND AVAILABLE

BERNADETTE M. LIM
 DIRECTOR IV

Amount in Words: One Million Five Hundred Thousand Pesos Only	Php 1,500,000.00
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Purpose: For Bidding (Early Procurement Activity FY 2023)
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Prepared By:	Recommending Approval:	Approved by:
		
SHERA JANE B. SOLON Administrative Officer V	EDITHA R. BUENDIA Director IV, HRMAS	MENARDO I. GUEVARRA Solicitor General