

DETAILED TECHNICAL SPECIFICATIONS

1.0 PROJECT TITLE

Procurement of Air Travel Management Services for the **Secretary General of the International Maritime Organization (IMO), Arsenio Dominguez to attend the Philippines' hosting of the Regional Forum on Navigating Change: Regional Action on STCW Compliance in Manila from 17 to 19 February 2026.**

2.0 RATIONALE

The government of the Philippines will host the **Regional Forum on the Effective Implementation of the STCW Convention Code, with focus on training of seafarers on ships using alternative fuels and preventing violence and harassment at sea** in Manila from 17 to 19 February 2026. The activity will provide a platform for a regional discussion forum for participants to exchange views on the latest IMO developments. It specifically targets representatives of maritime administrations and training institutions, ensuring that decision-makers responsible for reviewing, approving, and accrediting seafarer training courses under the STCW Convention, as well as those delivering such training, gain the necessary technical knowledge on the new provisions of the STCW Convention and Code. This includes training related to emerging fuels and technologies, alongside measures to address violence and harassment at sea. Furthermore, this activity will empower officials to contribute actively to the IMO discussions (e.g. HTW 12). The expected outcome is improved awareness on the ongoing developments at the IMO and a more coordinated and harmonized rollout of updated training programmes at the national level, ensuring that instructors who participated in the activity can work together with maritime Administrations through this activity.

3.0 OBJECTIVE

To secure comprehensive and efficient Air Travel Management Services for the IMO Secretary-General Arsenio Dominguez ensuring seamless, cost-effective, and timely transportation arrangements for the Secretary General. This includes coordinating flights, ticketing, and any other necessary travel-related support, with a focus on enhancing traveller convenience, safety, and overall experience. The selected service provider must demonstrate proficiency in managing large-scale travel logistics, maintaining high standards of service quality, and adhering to budgetary constraints.

4.0 APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract (ABC) is **One Million Five Hundred Thousand pesos (Php 1,500,000.00)**, inclusive of all applicable taxes, as of February 2026.

The Procuring Entity shall book additional tickets beyond the ABC, not exceeding twenty percent (20%), subject to the approval of the Head of the Procuring Entity (HoPE). The same pricing structure and service terms shall apply.

5.0 EVENT OVERVIEW

Host	The Republic of the Philippines, through the Maritime Industry Authority (MARINA)
Destination	Ninoy Aquino International Airport
Arrival Date	16 February 2026
Conference Proper	17-19 February 2026
Departure Date	19 February 2026
Profile of the Delegate	Mr. Arsenio Antonio Domínguez Velasco, the tenth IMO Secretary-General on January 1, 2024, with over 30 years in the global maritime sector. Initially representing Panama, he held leadership roles in various IMO committees and was elected Chair of several key intergovernmental meetings. Mr. Domínguez joined the IMO in 2017, serving as Chief of Staff and Administrative Director, leading the organization during the COVID-19 pandemic. He was elected Secretary-General in July 2023 for a four-year term from 2024 to 2027.

6.0 SCOPE OF SERVICES OF THE SERVICE PROVIDER/TRAVEL AGENT

- 6.1 Act as a reservation and ticketing agent for the MARINA Organizing Committee (MOC) relative to IMO Secretary-General Arsenio Dominguez.
- 6.2 Provide coordination services relative to the air ticket requirements of the aforementioned delegate with the airlines particularly on his preferred flight schedule, airport origin, and airline of choice (in case two or more airlines are servicing the same route).

- 6.3 Reserve, book, pay and issue round-trip economy/business air tickets for the Officially Sponsored Delegate from any destination en route to MANILA not covered by any or all of the airlines.
- 6.4 Facilitate payment for any ticket associated cost such as taxes, surcharges and any air-related ticket costs not covered by the sponsorship agreement and effect its issuance to the hosted delegate.
- 6.5 Reservation and ticketing by the service provider shall ensure prompt issuance of tickets for the delegate.

7.0 SPECIFIC REQUIREMENTS

- 7.1 Reservation and Ticketing Requirements:
One (1) Business Class Round Trip Air ticket for **the Secretary General of the International Maritime Organization (IMO), Arsenio Dominguez to attend the Regional Forum on Navigating Change: Regional Action on STCW Compliance** from the originating country to Manila and vice versa. The Service Provider must provide quotations and issue tickets based on the approved itinerary.

- 7.2 Period of Travel:
Period of travel is anytime between **15 to 20 of February 2026** or earlier as required and approved by the HoPE.

The number of full payment air tickets may vary greatly with the entry airlines, after which, the Service Provider is expected to draw business only from travel facilitation services for the delegate assisted and charge the MARINA accordingly, as follows:

1. Airline reservation and ticketing fee- a flat fee regardless of the dollar/peso amount of the transaction. This can be in form of:
 - a. Airline reservation and ticketing fee- the service provider charges a fee for creating an airline reservation and issuing an airline ticket or E-ticket for a client.
 - b. Airline Cancellation and Refund Fee. This is a fee for cancelling and refunding an airline reservation on behalf of the client.

- 7.3 Airline Ticketing Services and Coordination:

7.3.1 The Service Provider shall ensure:

- a. **Transparency:** There will be clear tracking mechanism of travel by class, route, airlines, etc. All travel related expenses should be reported through a dashboard mechanism, ensuring that all dates are visualized in order to monitor that all hosted delegates

are promptly issued their tickets while monitoring the travel spend and that all transactions are fully itemized, and payments are reconciled against individual travel.

- b. **Better Control:** The service is expected to provide the best convenient route, airline and at fairly reasonable airfare rates, subject to flight availability at the time of booking, travel days, stopovers, routes and other reasonable considerations as may be determined in direct coordination with the airline. There should be a tracking mechanism in place for unused tickets as well as travel itinerary changes and cancellations.

7.3.2 The Service Provider is expected to:

- a. Provide proposed itineraries/options to the delegate as provided in **7.3.4**.
- b. Promptly issue and deliver tickets and detailed itinerary (in printed and electronic format) to both MOC and the IMO Secretary General.
 - b.1 Standard bookings: Tickets must be issued within 24 hours upon confirmed request.
 - b.2 Urgent bookings: Tickets must be issued within 3 hours.
- c. Provide regular daily feedback on the status of the flight for waiting-listed bookings;
- d. Reconfirm and revalidate airlines ticket; and
- e. Provide information on ticket schedules.

7.3.3 The IMO Secretary General should be able to access the itinerary across various devices (online through mobile or tablet, among others).

7.3.4 The **MOC** should provide the Service Provider with the details of the IMO Secretary General for flight booking, coordination and issuance (see attached Annex A).

7.3.5 The Committee handling the Visit of the Secretary General shall assign a focal team/person to handle requests and requirements and shall be available to respond to urgent queries outside of business hours, during weekends and/or national holidays. Official email address/es and contact numbers should be provided for coordination and ticket

issuances and must be open to attend meetings when required.

7.4 Terms and Conditions of the Ticket

7.4.1 The ticket must be re-bookable/refundable;

7.4.2 The ticket includes all applicable taxes, surcharges and other airline-related air ticket cost, etc.;

7.4.3 The airline tickets must include an allowable baggage per ticket category. Hosted delegates will pay for any excess of the allowed luggage/kilo allowance, and upgrade to business class, except for hosted delegates entitled to fly via business class;

7.4.4 The Service Provider should provide most direct and economical class fares and research alternative itineraries with the same and different airlines taking into consideration flight availability at the time of booking, travel days, stopovers, routes, and other reasonable consideration as may be determined;

7.4.5 A minimum of three (3) flight options, excluding low-cost carriers or budget airlines, shall be provided for the covered trip. The **delegate** shall be consulted and advised of the most appropriate available options.

7.5 Travel Cancellation/Rebooking

The Service Provider shall:

7.5.1 Assist with changes, re-routing or cancellation requested by the hosted delegates and re-issue tickets in conformity with such request;

7.5.2 Immediately process refunds for cancelled travel, unutilized prepaid tickets, and credit these to the MARINA account as expeditiously as possible;

7.5.3 Take care that cancellation fees and change reservation date charges imposed by airlines are avoided.

7.5.4 Report back to **MOC** on the status of the ticket refund.

7.6 Management Reporting System

The Service Provider shall:

7.6.1 Consolidate all travel data into one report which can be downloaded automatically at any time; and

- 7.6.2 Produce travel summary analytics of the IMO Secretary General and call the attention of the MOC to any circumstances that may occur.

8.0 QUALIFICATIONS OF THE SERVICE PROVIDER

- 8.1 The Service Provider is an accredited International Air Transport Association (IATA) Travel Agency duly licensed in the Philippines;
- 8.2 The Service Provider has a good track record of providing event requirements to international organizations and global events, evidenced by certificates of recognition, awards, letters of recommendations or equivalent documents from previous clients or organizations;
- 8.3 The Service Provider must have experience in managing travel booking for United Nations Development Program (UNDP) /International Maritime Organization (IMO)/or other United Nations agencies or affiliated bodies;
- 8.4 The Service Provider is Department of Tourism (DOT) accredited;
- 8.5 The Service Provider shall have the following documentary requirements:
 - 8.5.1 a valid PhilGEPS Registration;
 - 8.5.2 a valid Mayor's/ Business Permit;
 - 8.5.3 a valid Income Tax Return (ITR)/ Tax Clearance;
 - 8.5.4 a valid DTI/SEC Certificate of Registration;
 - 8.5.5 a Notarized Omnibus Sworn Statement:
 - a. To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or
 - b. To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint Venture.

9.0 BILLINGS AND PAYMENT

- a. Billing shall be based on the airfare for actual tickets issued
- b. Send bill arrangement.
- c. Shall be paid within Fifteen-Thirty (15-30) calendar days (CD) upon receipt of complete billing invoice/Statement of Account.
- d. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and

- e. The supplier shall provide the bank account wherein payment will be credited. Preferably Land Bank Account otherwise, bank charges shall be borne by the service provider.

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ANNEX "A"

Reference to Item 7.3.4 of the Technical Specification, below is the proposed flight details for the IMO Secretary General Arsenio F. Dominguez.

AIRLINES	FLIGHT DETAILS
SINGAPORE AIRLINES	<p>LONDON TO MANILA - One stop - 21 hrs 10 mins</p> <p>SQ 317 LHR 10:40 15 February 2026 SUITES SIN 07:50 16 February 2026</p> <p>Layover 4 hrs and 20 mins</p> <p>SQ 912 SIN 12:10 16 February 2026 BUSINESS CLASS MNL 15:50 16 February 2026</p> <p>MNL – LONDON – One stop – 20 hrs 40 mins</p> <p>SQ 921 MNL 19:00 19 February 2026 BUSINESS CLASS SIN 22:50 19 February 2026</p> <p>Layover: 2 hrs 20 mins</p> <p>SQ 306 SIN 01:10 20 February 2026 FIRST CLASS LHR 07:40 20 February 2026</p>

Based on the confirmation email from the IMO dated 09 January 2026.

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