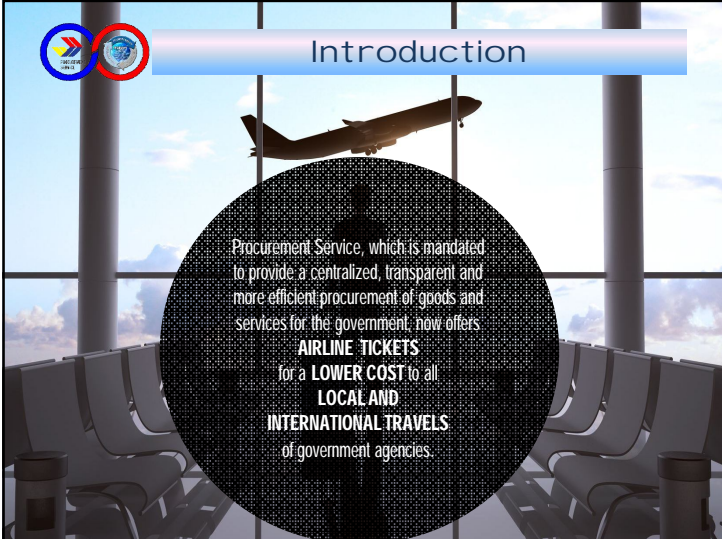




## Government Fares Agreement




### Introduction

Procurement Service, which is mandated to provide a centralized, transparent and more efficient procurement of goods and services for the government, now offers

**AIRLINE TICKETS**  
for a **LOWER COST** to all  
**LOCAL AND INTERNATIONAL TRAVELS**  
of government agencies.




### Benefits of using the Travel Portal

<b>EASY ACCESS</b>	Fast reservation/ purchase of ticket thru PS- PhilGEPS Portal <b>Agency Credit Line</b>
<b>DISCOUNTS</b>	Discount for economy and business class from 9% and 10% respectively (inclusive of 1% Service Fee) <b>Waived Processing fee of (Php 250)</b>
<b>FREEBIES</b>	Free First Rebooking (Manually done) <b>Additional 10kilo baggage for VIPs</b>
<b>VIP LOUNGE</b>	Access to VIP Lounge by Heads of Agencies (Secretary, Undersecretary, GOCC/SUC President)



### Estimated Savings for National Government




Savings of the National Government


**PHP1,350,396,940.00**

Total additional benefits for the national government will be PHP5,193,835,000 in terms of rebooking and additional baggage.

**PHP5,193,835,000**

 <b>Estimated Savings for National Government</b>	
Discount of 8% 8% discount on economy class travel (10,387,668,000 @ 8%)	PHP 831,013,440
Waiver of ticketing and processing fee PHP250 2,077,534 tickets (10,387,668,000/5000cost per ticket) X PHP250	<u>519,383,500</u>
<b>TOTAL SAVINGS</b>	<b>PHP1,350,396,940</b>
<b>ADDITIONAL BENEFITS</b>	
Free rebooking of tickets once at 50% (1,038,767 tickets rebooked at PHP1,000)	PHP 1,038,767,000
10kilo additional baggage free (PHP200/Kilo of baggage X 10 X 2,077,534 tickets)	<u>4,155,068,000</u>
<b>TOTAL ADDITIONAL BENEFITS</b>	<b>PHP5,193,835,000</b>





**Travel Ticketing Registration Form**

**PS – PhilGEPS TRAVEL TICKETING REGISTRATION FORM**

Phil. Agency (PS) Indicator: 0000000000

**ORGANIZATION INFORMATION**

Organization Name\* : \_\_\_\_\_

Agency Tax Identification Number\* : \_\_\_\_\_

**ORGANIZATION ADDRESS:**

Address\* : \_\_\_\_\_

Province\* : \_\_\_\_\_

City/Municipality\* : \_\_\_\_\_

Zip Code\* : \_\_\_\_\_

Agency Account Code\* : \_\_\_\_\_ Credit Limit\* : \_\_\_\_\_

**AUTHORIZED CONTACTS**

**PRIMARY CORPORATE ADMINISTRATOR (Manages accounts of the Agency)**

Situation Title\* : ☐ Mr. ☐ Ms. Booking Access: ☐ Booking only ☐ Booking and Payme

First Name\* : \_\_\_\_\_ Middle Name\* : \_\_\_\_\_ Last Name\* : \_\_\_\_\_

Phone No.\* : \_\_\_\_\_ Loc.: \_\_\_\_\_ (e.g. 032-000-0000 Loc. 133)

Fax No. : \_\_\_\_\_ (e.g. 032-000-0000) Designation\* : \_\_\_\_\_

Email Address\* : \_\_\_\_\_ (e.g. buyer@ps-philgeps.gov.ph)

**TRAVEL ARRANGER (Books / pays ticket for the Agency)**

Situation Title\* : ☐ Mr. ☐ Ms. Booking Access: ☐ Booking only ☐ Booking and Payme

First Name\* : \_\_\_\_\_ Middle Name\* : \_\_\_\_\_ Last Name\* : \_\_\_\_\_

Phone No.\* : \_\_\_\_\_ Loc.: \_\_\_\_\_ (e.g. 032-000-0000 Loc. 133)

Fax No. : \_\_\_\_\_ (e.g. 032-000-0000) Designation\* : \_\_\_\_\_


Email Address\* : \_\_\_\_\_ (e.g. buyer@ps-philgeps.gov.ph)

URL of Agency Logo : \_\_\_\_\_ (e.g. <http://www.philgeps.gov.ph/logo.jpg>)

Authorized by : \_\_\_\_\_

HEAD OF THE AGENCY \_\_\_\_\_ Date Accomplished : \_\_\_\_\_

88 River Street, Pasig, Manila, Philippines 1507 Tel. No. 8997161 to 8335/5612001/174362004  
PhilGEPS Unit 808 Pacific Corporate Center, 7 Origas St. Road, Ortigas Center, Pasig City 6409000 to 8332/8323/8409001/174362004



**Memorandum of Agreement**

1 | Page Government Airfare Agreement

**MEMORANDUM OF AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (hereinafter referred to as Agreement) made and entered into this \_\_\_\_\_ by and between:

**PROCUREMENT SERVICE**, a government agency duly organized and existing under the laws of the Republic of the Philippines with office address at PS Complex, Cristobal Street, Paco, Manila, represented by Executive Director **SINGLE B. GUTIERREZ**, hereinafter called the "PS";

and

The [complete agency name], a government agency duly organized and existing under the laws of the Republic of the Philippines with office address at [complete agency address] represented by [name of head of office or authorized representative], hereinafter called "Client";

PS and Client are collectively called "Parties"

**WITNESSETH:**

WHEREAS, PS carries in its common-use supplies and equipment catalogue airline tickets for travels sourced from various airline companies (hereinafter referred to as Suppliers);

WHEREAS, the Client is desirous in procuring its airline ticket requirements for travel through PS;

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants, stipulations and agreements, the Parties have agreed, as they do hereby agree, and contracted as follows:

**ARTICLE 1**

**SCOPE AND APPLICABILITY OF THIS AGREEMENT**

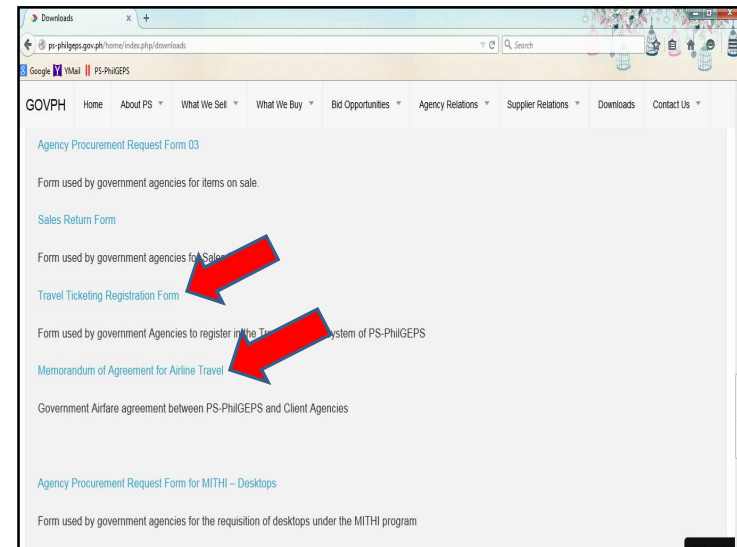
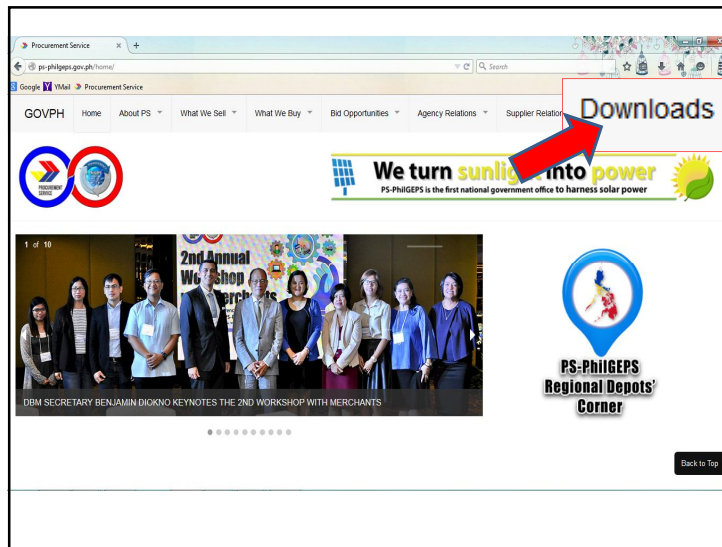
1.1 This Agreement shall govern the activity stated in the second WHEREAS clause to be undertaken pursuant to Section 53.5 of the 2016 revised JRR of R.A. No. 9164;

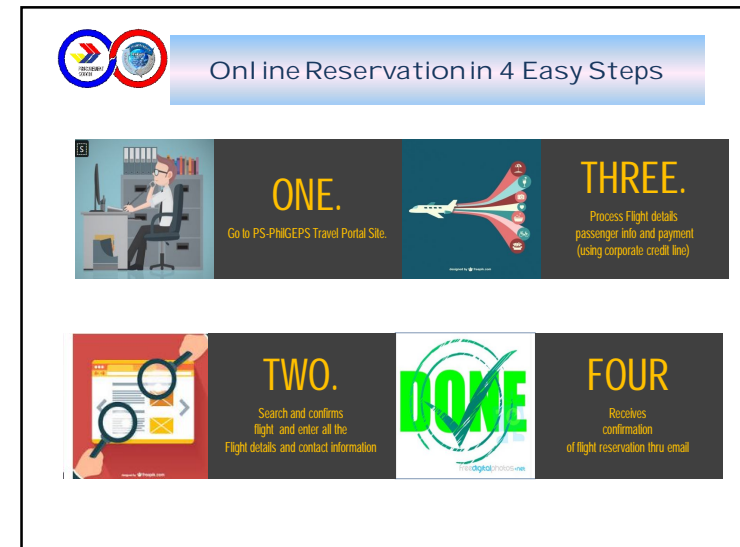
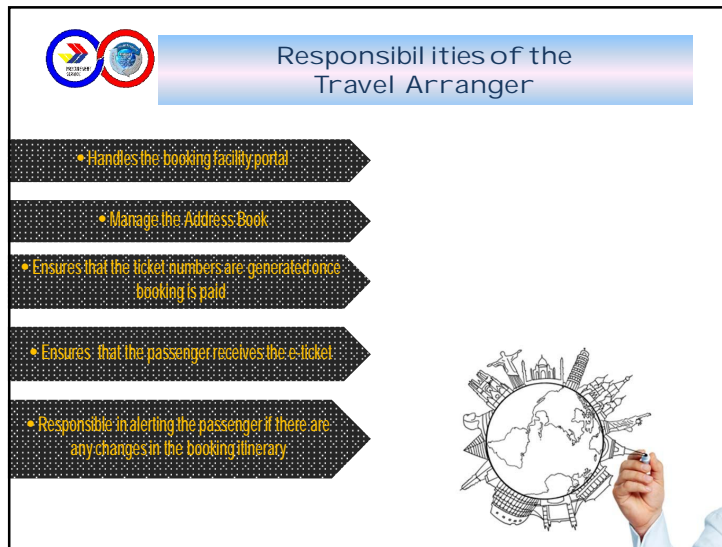
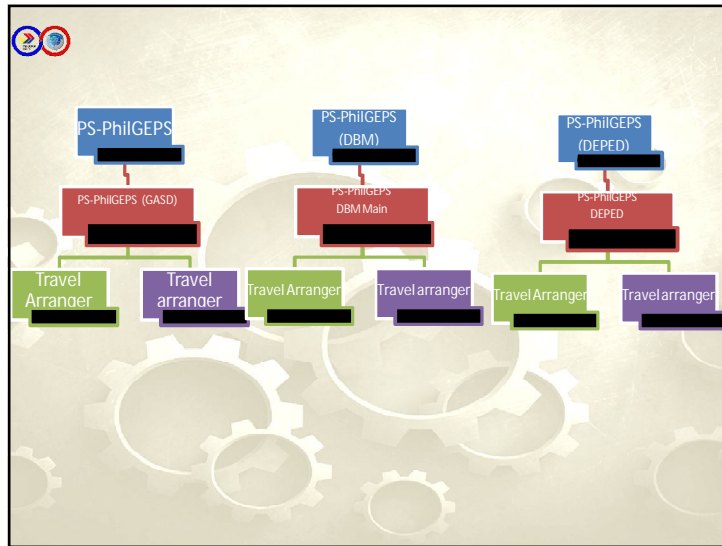
1.2 The relevant budgeting, accounting and auditing rules and regulations, including existing civil service regulations and other pertinent administrative issuances shall be applied;

**ARTICLE 2**


**PS SERVICE FEE**

2.1 A one percent (1%) service charge to be computed on the basis of the gross amount (exclusive of discount) stated in the weekly billing statement shall be imposed for services to be rendered by PS. The service fee shall only accrue to PS after consummation of the services of the Suppliers.











**Procedures: Replenishment of  
Credit Line**




- The Airline will send weekly sales report to PS-PhilGEPS
- PS-PhilGEPS will issue Statement of Account to agencies
- If the credit line is below 50% , PS-PhilGEPS Accounting will inform the agency to replenish their deposits.
- Agency will replenish their deposit.



For further assistance/clarification,  
agencies may call the  
Sales Division

563.9352  
689.7750 Loc. 4019  
561.6094  
PS Store  
354.1623



Ms. Dalisay Contrina P. dela Chica  
Chief, Sales Division

