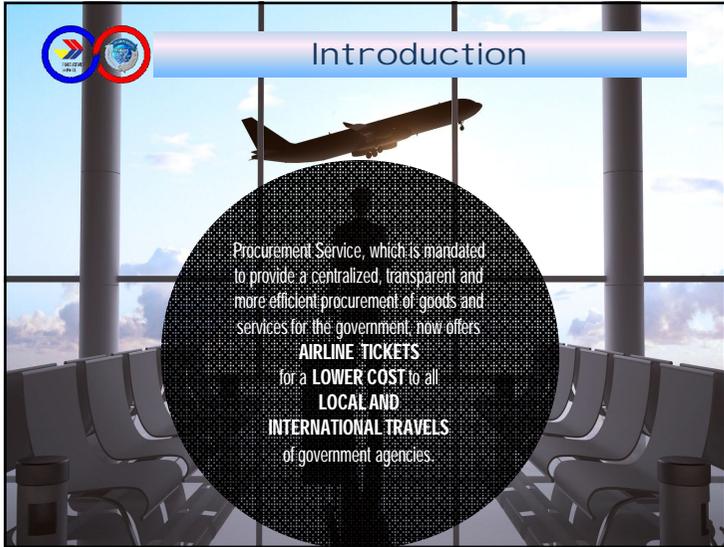




## Government Fares Agreement



### 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**

Estimated Savings for National Government	
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>
ADDITIONAL BENEFITS	
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>

### GFA Registration Requirements

- Travel Ticketing Registration Form
- Memorandum of Agreement
- Payment

Submit to Sales Division

Travel Ticketing Registration Form

#### PS - PhilGEPS TRAVEL TICKETING REGISTRATION FORM

Form Approved by the Office of the Procurement Service

**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)**

Salutation Title\* :  Mr.  Ms. \_\_\_\_\_

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)

SIGNATURE

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

Salutation 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)

SIGNATURE

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

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

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

PS - Procurement Service, P.O. Box 1000, Pasig City, Philippines 1507  
PhilGEPS - Unit 608, Pacific Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City  
Tel. Nos. 897750 to 8330, 56128031 to 5628031  
6408900 to 8302, 8333, 8409016 to 8409061

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 [Complete agency address] represented by [name of head of office or authorized representative], hereinafter called "Client";

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 "Supplier";

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 IRR of R.A. No. 9154;

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.

**GFA Registration Requirements**

- Travel Ticketing Registration Form
- Memorandum of Agreement
- Payment

Submit to Sales Division

The diagram shows a man in a suit holding a pen, with three checkmarks on a list. A bracket groups the three items and points to the 'Submit to Sales Division' box.

**ps-philgeps.gov.ph**

WELCOME

Select a link to continue.

Procurement Service PhilGEPS

The screenshot shows the homepage of the Procurement Service website. The URL 'ps-philgeps.gov.ph' is circled in the browser's address bar. The main content area features a 'WELCOME' message and two circular logos for 'Procurement Service' and 'PhilGEPS'.

**Downloads**

We turn sunlight into power  
PS-PhilGEPS is the first national government office to harness solar power

PS-PhilGEPS Regional Depots' Corner

The screenshot shows the 'Downloads' section of the website. A red arrow points to the 'Downloads' header. Below the header is a banner for solar power and a section titled 'PS-PhilGEPS Regional Depots' Corner' featuring a group photo of officials.

Agency Procurement Request Form 03  
Form used by government agencies for items on sale.

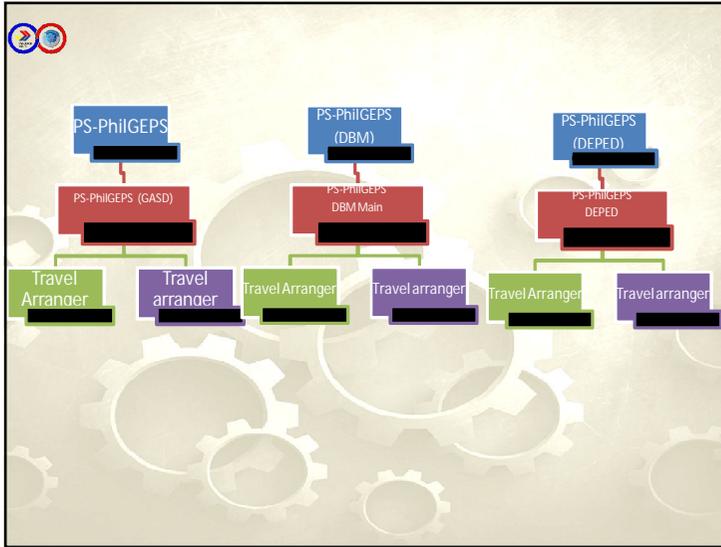
Sales Return Form  
Form used by government agencies for Sales Return

Travel Ticketing Registration Form  
Form used by government Agencies to register in the Travel Ticketing System of PS-PhilGEPS

Memorandum of Agreement for Airline Travel  
Government Airfare agreement between PS-PhilGEPS and Client Agencies

Agency Procurement Request Form for MITHI – Desktops  
Form used by government agencies for the requisition of desktops under the MITHI program

The screenshot shows a list of downloadable forms. Two red arrows point to the 'Travel Ticketing Registration Form' and 'Memorandum of Agreement for Airline Travel' entries.



### Responsibilities of the GFA Administrator

- Authorized representative and **INITIAL TRAVEL ARRANGER**
- Responsible in **MANAGING** the travel arrangers of **BRANCH OFFICES**
- Can **ADD, CREATE, EDIT DETAILS** of the office, **ACTIVATE** and **DEACTIVATE** a branch office
- Responsible in **HANDLING** the **CREDIT LINE** of the company

### Responsibilities of the Travel Arranger

- Handles the booking facility/portal
- Manage the Address Book
- Ensures that the ticket numbers are generated once booking is paid
- Ensures that the passenger receives the e-ticket
- Responsible in alerting the passenger if there are any changes in the booking/itinerary

### Online Reservation in 4 Easy Steps

- ONE.** Go to PS-PHIGEPS Travel Portal Site.
- TWO.** Search and confirm flight and enter all the Flight details and contact information
- THREE.** Process Flight details passenger info and payment (using corporate credit line)
- FOUR.** Receives confirmation of flight reservation thru email

 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 Conrina P. dela Chica  
Chief, Sales Division

