

TERMS OF REFERENCE

I. NAME OF PROJECT: LAKBAY MIMAROPA: Product Presentation and Business to Business Matching Session for Local Government Units

II. IMPLEMENTATION: September 14 – 16, 2022

III. OBJECTIVE:

1. Regain confidence to the tourism industry in Philippine destinations;
2. Contribute to improvement of management plans for the tourism products in MIMAROPA; and
3. Conduct benchmarking on the existing destinations and hold an assembly with the invited stakeholders for coordinating protocols and exchanging tourism best practices.

IV. MINIMUM REQUIREMENTS:

1. Must be a DOT-accredited Tour Operator
2. Must have experience providing services to the DOT and other government agencies
3. Must be able to provide services on a Send-Bill Arrangement
4. Must have PhilGEPS Registration.

V. SCOPE OF WORK/DELIVERABLES:

Transportation - September 14 - 16, 2022

- **Van Rental (3 Unit/s)**
 - Whole day
 - Must have available sanitary care kits such as face mask, alcohol, tissues and wet wipes; and
 - Driver must be fully vaccinated
- **Airfare (3 pax)**
 - Manila to Caticlan - September 14, 2022 – 20kg check in baggage
 - Caticlan to Manila - September 16, 2022 – 20kg check in baggage
 - Excess baggage for promotional material (20kg x 2 pax)
- **Boat Hire (2 Unit/s)**
 - September 14, 2022 good for 25 pax

Accommodation – September 14 – 16, 2022 (3D,2N)

- For Twenty (20) pax with free breakfast; and
- Hotel must be DOT-Accredited

Meals – September 14 – 16, 2022

- Meals for the whole duration of the event good for **20 pax** (Lunch and Dinner with AM and PM Snacks)

B2B Function Room with Meals (Lunch and AM/PM Snacks)

- For 40 pax - September 15, 2022
Meeting Package Inclusions:
- Complimentary use of LCD projector and screen
- Complimentary use of basic sound system with Microphones
- Complimentary wireless internet access
- Podium
- Meeting pads and pens
- Candies and Mints
- Water and Coffee Station

VI. BUDGET

The total budget allocation is **THREE HUNDRED FIFTY THOUSAND PESOS ONLY (P350,000.00)**, inclusive of taxes and fees.

VII. DOCUMENTARY REQUIREMENTS

1. Mayor's Permit
2. PhilGEPS Registration Number
3. Duly notarized Omnibus Sworn Statement
4. Sec/DTI permit
5. Accreditation Certificate

Deadline of Submission of Quotation is on or before **12:00nn of August 31, 2022 (Wednesday)**.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Contact Person/s:

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