

**TERMS OF REFERENCE
BUSINESS TO BUSINESS MATCHING ACTIVITY FOR THE ROMBLON
INAUGURAL FLIGHT**

I. Objectives:

1. Regain confidence to the tourism industry in Philippine destinations
2. Contribute to improvement of management plans for the tourism products
3. Participate exposure trips on the destination and hold an assembly with the invited stakeholders for coordinating protocols and exchanging market updates
4. Produce articles and social media contents for the province through invited traditional and social media professionals

II. Scope of Service:

The service provider should be able to provide the venue and meals and travel kits with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: September 24 - 27, 2022
- Amenable to send-bill arrangement/government procedure
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- Tour Operator must be based in NCR or MIMAROPA

B. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

Note: All documentary requirements and proposal shall be sent via e-mail at tdd.mimaropa@gmail.com

III. SCOPE OF WORK/DELIVERABLES:

A. Meals and Venue for B2B

Requirements for meals shall include the following:

- AM Snacks, Lunch, PM Snacks good for twenty-five (25) persons (September 26, 2022)
- Venue must be located within Tablas Island and should be accessible through land transportation
- Meeting Package Inclusions:
 - ✓ Complimentary use of LCD projector and screen
 - ✓ Complimentary use of basic sound system with Microphones
 - ✓ Complimentary wireless internet access
 - ✓ Candies and Mints
 - ✓ Water and Coffee Station

B. Travel and Sanitary Kits

- ✓ Tumbler - Materials: 650ml, Natural bamboo exterior with stainless steel inside, Double wall vacuum insulated, For hot or cold drinks (Good for up to 3 to 6 hours), Spill proof, customized logo, and Eco friendly
- ✓ Drybag - Materials: 500D, Eco-friendly waterproof, PVC tarpaulin, Size: 20 L
- ✓ Sanitary Kits - Alcohol with 70% Solution (150 ml), Mask (Surgical Face Masks, 5 pcs), Travel Paper Soap, Insect repellent, and wet wipes
- ✓ Local Delicacies and Products
- ✓ Canvas bag - Ideal bag dimensions (inches): 16.5in x 17in; Printed design in front and back of the bag; Printed ideally in vinyl or silk screen

IV. BUDGET

The total budget allocation is **ONE HUNDRED THOUSAND PESOS (P100,000.00)**, inclusive of taxes and fees. 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.

VII. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

Contact Person: Mr. Marc Ramiro R. Ortiz Luis
 Tourism Development Division, DOT MIMAROPA
 0917-716-0305
tdd.mimaropa@gmail.com