

TERMS OF REFERENCE

-Airline tickets and ground arrangements- Meeting with Palawan LGU and Facilitation of Cruise Call at PPC Seaport February 8 to 9, 2023

I. Scope of Service

The service provider should be able to provide the roundtrip airplane tickets, van rental, accommodation and meals with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: February 8 to 9, 2023
- Amenable to send-bill arrangement/government procedure
- Price quotation should be denominated in the Philippine Peso, including 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 MIMAROPA Region

B. Documentary Requirements

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

Note: All documentary requirements and proposals shall be sent via e-mail at tdd.mimaropa@gmail.com and dot4b.bacsecretariat@gmail.com

C. Specific Requirements

1.a. Roundtrip Airplane Tickets for four (4) persons:

February 8, 2023 – Manila to Puerto Princesa City
ETD MNL 5:30AM
ETA PPS 6:45AM

February 9, 2023 – Puerto Princesa City to Manila
ETD PPS 8:15PM
ETA MNL 9:40PM

**To include 20kg baggage allowance for each pax and travel insurance*

1.b. Van rental

1 van for 2 days

2. Accommodation for 4 pax

February 8 to 9 (1 night)

3. Full board meals for 4 pax from February 8 to 9
4. Meals for meeting attendees
5. Miscellaneous expenses

II. Approved Budget for the Contract

The Approved Budget for the Contract is **ONE HUNDRED TWENTY FIVE THOUSAND ONE HUNDRED SIXTY PESOS (P125,160.00)** inclusive of all government taxes and charges.

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

III. 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.

IV. Contact Person

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