

TERMS OF REFERENCE

I. PROJECT TITLE

MOBILE ACCREDITATION PROJECT IN SOUTH PALAWAN AND THE MUNICIPALITY OF SAN VICENTE, PALAWAN

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: April 12 to 20, 2023
Location: Municipality of San Vicente, South Palawan

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **Tour Operator or Travel and Tour Agency based in NCR or Palawan**
- C. Must be willing to provide services on a **send bill arrangement**
- D. Must comply with the detailed services specified in **Item IV of the TOR**

III. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPS' Registration Number and Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

IV. SCOPE OF WORK / DELIVERABLES:

Transportation Requirements

Domestic Airline Tickets

1. Departure flight

Date: April 12, 2023
Route: Manila to Puerto Princesa City (MNL-PPS)
ETD: PM Flight

Passenger details

- Name of Passenger: **CECIL V. ARANTON (MS.)**
Birthdate: 02 September 1963
Baggage Allowance: 30kg
- Name of Passenger: **MA. ELIZABETH C. VIRAY (MS.)**
Birthdate: 17 August 1963
Baggage Allowance: 30kg
- Name of Passenger: **MONINA V. RAÑESES (MS.)**
Birthdate: 03 February 1978
Baggage Allowance: 30kg

- Name of Passenger: **JOSEPH GILBERT A. LAZARO (MR.)**
Birthdate: 19 March 1981
Baggage Allowance: 30kg
- Name of Passenger: **JOCELLE Q. VALERA (MS.)**
Birthdate: 31 August 1993
Baggage Allowance: 30kg
- Name of Passenger: **CHARLOTTE MONIQUE B. GURRERO (MS.)**
Birthdate: 1 December 1991
Baggage Allowance: 30kg
- Name of Passenger: **JOANE KRIZZIA M. DELARIARTE (MS.)**
Birthdate: 28 July 1998
Baggage Allowance: 30kg
- Name of Passenger: **MICHAEL JOHN A. NICOLAS (MR.)**
Birthdate: 06 June 1993
Baggage Allowance: 30kg

2. Departure flight

Date: April 19, 2023
Route: Puerto Princesa City to Manila (PPS-MNL)
ETD: PM Flight

Passenger details

- Name of Passenger: **CECIL V. ARANTON (MS.)**
Birthdate: 02 September 1963
Baggage Allowance: 30kg
- Name of Passenger: **MONINA V. RAÑESES (MS.)**
Birthdate: 03 February 1978
Baggage Allowance: 30kg
- Name of Passenger: **JOCELLE Q. VALERA (MS.)**
Birthdate: 31 August 1993
Baggage Allowance: 30kg
- Name of Passenger: **CHARLOTTE MONIQUE B. GURRERO (MS.)**
Birthdate: 1 December 1991
Baggage Allowance: 30kg

Departure flight

Date: April 20, 2023
Route: Puerto Princesa City to Manila (PPS-MNL)
ETD: PM Flight

Passenger details

- Name of Passenger: **MA. ELIZABETH C. VIRAY (MS.)**
Birthdate: 17 August 1963
Baggage Allowance: 30kg
- Name of Passenger: **JOSEPH GILBERT A. LAZARO (MR.)**
Birthdate: 19 March 1981
Baggage Allowance: 30kg
- Name of Passenger: **JOANE KRIZZIA M. DELARIARTE (MS.)**
Birthdate: 28 July 1998
Baggage Allowance: 30kg
- Name of Passenger: **MICHAEL JOHN A. NICOLAS (MR.)**
Birthdate: 06 June 1993
Baggage Allowance: 30kg

3. Van Hire – **Two** (2) units of van per day

- Inspection of Tourism Enterprises in the Municipality of Aborlan
- Inspection of Tourism Enterprises in the Municipality of Narra
- Inspection of Tourism Enterprises in the Municipality of Sofronio Española
- Inspection of Tourism Enterprises in the Municipality of Quezon
- Inspection of Tourism Enterprises in the Municipality of Rizal
- Inspection of Tourism Enterprises in the Municipality of Brooke's Point
- Inspection of Tourism Enterprises in the Municipality of Bataraza
- Inspection of Tourism Enterprises in the Municipality of San Vicente
- Inspection of Tourism Enterprises in the City of Puerto Princesa
- Two (2) units of van with clean and comfortable seats
- Preferably latest or at least 2020 model with spacious leg room
- Passengers:
 1. Ms. Cecil V. Aranton
 2. Ms. Ma. Elizabeth C. Viray
 3. Ms. Monina V. Rañeses
 4. Mr. Joseph Gilbert A. Lazaro
 5. Ms. Jocelle Q. Valera
 6. Mr. Michael John A. Nicolas
 7. Joane Krizia M. Delariarte
 8. Tourism Officers and Staff of Aborlan, San Vicente, Narra, Sofronio Española, Quezon, Rizal, Brooke's Point, Bataraza and Puerto Princesa City
- Date of Inspection:
April 12, 2023 (8 Hours) in Puerto Princesa City, Palawan – 2 vans
April 13, 2023 (1 day) inspection of tourism enterprises in Puerto Princesa City – 2 vans
April 14, 2023 (1 day) travel from PPC to Aborlan, inspection of tourism enterprises and travel back to PPC from Aborlan – 1 van

April 14, 2023 (1 day) travel from PPC to Sofronio Española, inspection of tourism enterprises and travel back to Narra – 1 van

April 15, 2023 (1 day) travel from PPC to Narra, inspection of tourism enterprises and travel back to PPC from Narra – 1 van

April 15, 2023 (1 day) travel from Narra to Quezon, inspection of tourism enterprises and travel back to Rizal – 1 van

April 16, 2023 (1 day) travel from PPC to San Vicente, inspection of tourism enterprises and travel back to PPC from San Vicente – 1 van

April 16, 2023 (1 day) inspection of tourism enterprises in Rizal and travel to Brooke's Point from Rizal – 1 van

April 17, 2023 (1 day) inspection of tourism enterprises in Puerto Princesa City – 1 van

April 17, 2023 (1 day) inspection of tourism enterprises in Brooke's Point – 1 van

April 18, 2023 (1 day) inspection of tourism enterprises in Puerto Princesa City – 1 van

April 18, 2023 (1 day) continuation of inspection of tourism enterprises in Brooke's Point – 1 van

April 19, 2023 (1 day) travel to Bataraza from Brooke's Point, inspection of tourism enterprises in Brooke's Point and travel to PPC from Brooke's Point – 1 van

- Shall provide transport service within the Municipality of San Vicente, Aborlan, Narra, Sofronio Española, Quezon, Rizal, Brooke's Point, Bataraza and Puerto Princesa City for 12 hours/day to DOT MIMAROPA representatives.
- Shall provide undivided time and service to DOT MIMAROPA on **April 12 to 19, 2023**.
- Shall provide disinfection kit, first aid kit, driver's meals, fuel, antigen tests, and other charges.
- Shall strictly observe health protocol such as wearing facemask and face shield
- Shall provide non-smoking driver

4. Function Venue with Meals and Comm. Equipment

Orientation on DOT Accreditation, Tutorial on the Online Accreditation System Portal and Meeting with Municipal Tourism Officers and Business and Permit Licensing Officers of Palawan

AM & PM Snack, Lunch and Dinner (Participants, Facilitators and Speakers)

Php 300.00 AM Snack x 50 pax x 1 day = P 15,000.00

Php 700.00 Lunch x 50 pax x 1 day = P 35,000.00

Php 300.00 PM Snack x 50 pax x 1 day = P 15,000.00

Php 700.00 Dinner x 50 pax x 1 day = P 35,000.00

V. BUDGET

Budget for this procurement is **Four Hundred Forty Thousand Pesos (Php 440,000.00)**, inclusive of amenities and all government taxes and service charges as defined in this Terms of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

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.

VI. CONTACT PERSON

Name	:	Ms. Cecil V. Aranton DOT-MIMAROPA Regional Office
Contact numbers	:	(02) 459-5200 loc. 210
Email Address	:	dot4bonline@gmail.com