

TERMS OF REFERENCE

Workshop for the Updating of the RTDP 2020-2026
Metro Manila | March 18-19, 2024

Objectives:

- To provide a platform for the updating of the RTDP 2020-2026
- Gather all relevant inputs from different stakeholders
- Consolidate and synthesize the inputs of the stakeholders

I. Scope of Service

The service provider should be able to provide transportation, accommodation, meals, venue rental, and training kits with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: March 18-19, 2014
- 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 MIMAROPA Provinces or Metro Manila

B. Documentary Requirements

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

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

C. Specific Requirements

C.1 Transportation

- Provision of gasoline allowance to the official vehicle on March 18 and 19 for the transportation of DOT MIMAROPA officials and staff to and from the venue of the workshop

C.3 Accommodation

- Room accommodation for 22 pax for 2 nights
- Inclusive of breakfast

C.4. Meals

- Meals for 40 pax on March 18 and 19
- March 18: Lunch, pm snacks, dinner

- March 19: am snacks, lunch, pm snacks, dinner

C.5. Venue Rental

- Venue space for the workshop with capacity of 45 pax (classroom type)
- Inclusive of use of projector or television, wide screen, presentation pointer, pen and paper, sound system

C.6 Training kit

- ID and lanyard
- bag, notebook, ballpen

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **TWO HUNDRED TWO THOUSAND EIGHT HUNDRED FORTY PESOS (Php 202,840.00)** 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

FAYE ANGELI A. REYES
Project Officer
Tourism Development Division, DOT MIMAROPA
(0906) 272 4743
fareyes@tourism.gov.ph