

## **TERMS OF REFERENCE**

- I. NAME OF PROJECT:** Service Arrangements for Participation of the DOT MIMAROPA to the 2<sup>nd</sup> Mindanao Tourism Expo (MTEEx) on April 26 – May 1, 2024
- II. IMPLEMENTATION:** April 25 – May 1, 2024
- III. OBJECTIVE:**  
To market and promote the MIMAROPA Region for domestic and inbound tourist showcasing the Philippine dive attractions and the latest dive offerings in the region.
- 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:**

**Accommodation: - April 25 – 29, 2024**

- Twin sharing (Two Bed) room for 8 pax (4 Rooms)
- preferably near Limketkai Mall in Cagayan De Oro City

**Van Transfers**

- **April 25** - Airport to Limketkai Mall in Cagayan De Oro City to Accommodation
- **April 26-28** - Accommodation to Limketkai Mall in Cagayan De Oro City and vice versa
- **May 1** - Accommodation to Airport

**Airfare - April 25 and May 1, 2024 – (3 pax)**

- Manila to Cagayan De Oro - 3 pax (9-10AM) - April 25, 2024
- Cagayan De Oro to Manila - 3 pax (11AM-1PM) May 1, 2024

**Meals for 9 pax for 7 days**

- meals for the whole duration of the event good for **9 pax** (Breakfast, Lunch and Dinner)

## **VI. BUDGET**

The total budget allocation is **ONE HUNDRED SIXTY-NINE THOUSAND EIGHT HUNDRED TWO PESOS ONLY (₱169,802.00)**, inclusive of taxes and fees.

### **VI. DOCUMENTARY REQUIREMENTS**

1. Mayor's Permit
2. PhilGEPS Certification (Preferably Platinum Member)
3. Notarized Omnibus Sworn Statement
4. Sec/DTI permit
5. Accreditation Certificate

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.

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