

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

MOBILE INSPECTION AND ACCREDITATION PROJECT IN THE PROVINCE OF PALAWAN (NORTH PALAWAN CLUSTER)

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: May 19 to 26, 2025
Location: Province of Palawan (North Palawan Cluster)

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **Tour Operator/ Travel and Tour Agency/ Tourist Land Transport Operator based in 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
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

IV. SCOPE OF WORK / DELIVERABLES:

Transportation Requirements

1. Date of Inspection:

May 19, 2025 – Lio Airport pick-up and Inspection of Tourism Enterprises in El Nido (2 vans)

May 20, 2025 – Inspection of Tourism Enterprises in El Nido (2 vans)

May 21, 2025 – Inspection of Tourism Enterprises in El Nido (2 vans)

May 22, 2025 – Inspection of Tourism Enterprises in El Nido (2 vans)

May 23, 2025
– Inspection of Tourism Enterprises in El Nido then proceed to Taytay for inspection and San Vicente (2 vans)

May 23, 2025
– Travel from Puerto Princesa City to Aborlan and Narra for Inspection then return to Puerto Princesa City (1 van)

May 24, 2025 – Inspection of Tourism Enterprises in San Vicente, Palawan (2 vans)

May 25, 2025 – Inspection of Tourism Enterprises in Port Barton, San Vicente, Palawan (1 van)

May 26, 2025 – Transfer from Port Barton to Lio Airport in El Nido, Palawan (1 van)

- Preferably a van unit with spacious leg room

- Passengers:

Team 1

Mr. Michael John A. Nicolas

Mr. Mark Leonard A. Dela Cruz

Team 2

Ms. Monina V. Rañeses

Ms. Joane Krizzia M. Delariarte

Team 3 (Aborlan and Narra)

Mr. Ronald S. Bautista

2. Shall provide transport service within the Province of North Palawan for 10 hours/day to DOT MIMAROPA representatives.
3. Shall provide undivided time and service to DOT MIMAROPA on **May 19 to 26, 2025**.
4. Shall provide first aid kit, driver's fee, lodge and meals, fuel, toll fees (if applicable), and other charges.
5. Shall provide professional, knowledgeable in the area and non-smoking driver.

V. BUDGET

Budget for this procurement is **One Hundred and Five Thousand Pesos (Php 105,000.00)**, 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	:	Mr. Michael John A. Nicolas DOT-MIMAROPA Regional Office
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