

TERMS OF REFERENCE

I. NAME OF PROJECT: Service Arrangements for Participation of the DOT MIMAROPA to the 32nd Philippine Travel Mart 2021

II. IMPLEMENTATION: November 25-29, 2021

III. OBJECTIVE

To market and promote the MIMAROPA Region for domestic and inbound tourist showcasing the Philippine tourist attractions and the latest tourism offerings in the region.

IV. SCOPE OF SERVICE

The service provider should be able to provide the meals, transportations, transfers, accommodation, and load cards with the following specifications:

A. GENERAL REQUIREMENTS:

- Must be a DOT- Accredited Tour Operator
- Inclusive Date: November 25-29, 2021
- 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 NCR or Region IVB (MIMAROPA)
- Must have experience providing services to the DOT and other government agencies

B. Documentary Requirements

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

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

B. DELIVERABLES

Transportation - November 25 - 29, 2021

Van Rental – 2 units

- Wholeday
- Must have available sanitary care kits such as face mask, face shield, alcohol, and gloves good for fifteen (15) pax for five (5) days

- Driver must have a negative RT-PCR or Antigen Test at least 2 days before the event

Accommodation – November 25 - 29, 2021

Must provide room accommodation for the following:

- November 25-29, 2021 5D4N (15pax)
- Hotel shall be near to SMX Convention Center Manila for easy access to accommodation
- Hotel must be DOT-Accredited with Certificate of Authority to Operate (CAO)

Meals – November 25 - 29, 2021

- Packed meals for the whole duration of the event good for 15 pax (Lunch and Dinner with AM and PM Snacks)

RT-PCR Test for 10 persons

C. BUDGET

The total budget allocation is **TWO HUNDRED FIFTY-SIX THOUSAND SIX HUNDRED PESOS ONLY (₱256,600.00)**, inclusive of taxes and fees.

Deadline of submission of quotation is on or before **12:00nn of November 16, 2021 (Tuesday)**.

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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