

TERMS OF REFERENCE

DOT MIMAROPA PARTICIPATION IN KAIN NA! 2021 AYALA MALLS MANILA BAY ON FEBRUARY 14-18, 2021

Objectives:

To market and promote Food and Gastronomy tourism as a competitive product in the region and identify specific food and gastronomy resources and assets

I. SCOPE OF SERVICE

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: February 14 – 18, 2021
- Amenable to send-bill arrangement/government procedure
- Provision of meals, transfers, accommodation, sanitary care kits, and ingredients on the specified dates
- 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.

B. Documentary Requirements

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

C. Specific Requirements

C.1 Accommodation

- Five (5) twin sharing rooms with free breakfast
- Hotel shall be near to Ayala Malls Manila Bay for easy access to accommodation
- Hotel must be DOT-Accredited with Certificate of Authority to Operate (CAO)

C.2 Van Hire

- One (1) air-conditioned van for five days
- Driver must have a negative RT-PCR or Antigen Test at least 2 days before the event

- Van must travel within Metro Manila
- Must have available sanitary care kits such as face mask, face shield, alcohol, and gloves good for five pax for five days

C.3 Meals

- Packed meals for the whole duration of the event good for 5 pax (Lunch and Dinner with AM and PM Snacks)

C.4 Ingredients

- Products must be fresh and clean
- Wet ingredients must be in a cooler with ice
- Ingredients for three (3) dishes per day good for 50 pax/day

C.5 Honorarium for Guest Chef

- Honorarium is prescribed by DOT Accounting rules and regulations (1,200/hr x 8hrs/day x 3 days)

C.6 RT-PCR Test for 5 persons

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **ONE HUNDRED EIGHTY-NINE THOUSAND NINE HUNDRED TWENTY PESOS ONLY** (PHP 189,920.00) 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

MR. DOMENIC C. CONTRERAS

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