

TERMS OF REFERENCE

I. PROJECT

Procurement of a Service Provider for the Participation of the Department of Tourism Region IV-A in Kain Na! Food and Travel Festival 2021.

II. BACKGROUND

Kain Na! Food and Travel Festival 2021 is a food and travel fair organized by the Department of Tourism that aims to generate interest in various food and farm tourism attractions and activities, showcase new and sustainable developments and initiatives in the food tourism scene, provide an immersive overview of the different food and farm tourism experiences in the country and impart new knowledge and create demand for various food tourism products and experiences.

This year's event will be a hybrid edition, a combination of on-ground and online activities. On-ground activities will be held at Ayala MarQueen Mall in Angeles City, Pampanga on June 11 – 13, 2021 with Ingress on June 10, 2021. Online activities will be streamed via DOT, Ayala Malls, and WOFEX University Facebook Pages.

III. PROCUREMENT REQUIREMENTS

1. Must be DOT accredited.
2. Must be located in CALABARZON Region.
3. Willing to provide services on a send-bill arrangement.
4. Amenable for date changes.
5. Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units.
6. Antigen Testing should be from a DOH-Accredited COVID-19 Antigen Testing Facility.

IV. SCOPE OF WORKS/ DELIVERABLES

PARTICULARS	BREAKDOWN	QUANTITY	REMARKS
Meals	Lunch June 11 - 13, 2021 7 pax x 3 days	21	
	Dinner June 10 – 13, 2021 7 pax x 4 days	28	
Accommodation	June 10 - 13, 2021 (3 nights accommodation for 7 pax) 3 rooms, single occupancy 2 rooms, twin sharing	5	Inclusive of daily breakfast.
Corporate Giveaways	Basket of Local Products	50	Products must be sourced out from DOT-accredited farm tourism sites and local food producers of CALABARZON.
Antigen Test	June 10, 2021 7 pax	7	Must be done prior to departure for Ingress on June 10, 2021.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is One Hundred Forty-Seven Thousand Only (₱147,000.00) inclusive of applicable taxes and fees.

VI. LEGAL DOCUMENTS

1. Copy of Mayor's/Business Permit
2. Income Tax Returns (Annual Income Tax Return of the Preceding tax year) or Business Tax Returns (Value added Tax or Percentage covering the previous six months)
3. Philgeps Registration
4. Omnibus Sworn Statement (OSS)

VII. TERMS OF PAYMENT

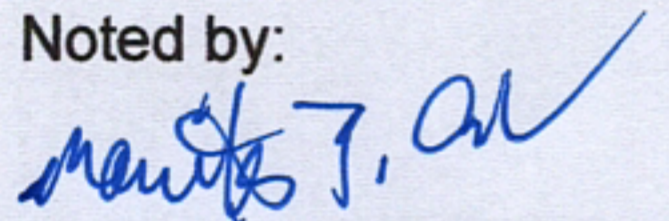
Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

VIII. PROJECT OFFICER/CONTACT PERSON

Prepared by:


KENETH C. DE GRACIA
TOO II

Noted by:


MARITES T. CASTRO
Chief TOO