

TERMS OF REFERENCE

I. PROJECT TITLE

MOBILE ACCREDITATION PROJECT IN THE PROVINCE OF ORIENTAL MINDORO

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: June 28 to July 7, 2022

II. OBJECTIVE

The activity is foreseen to saturate the campaign for DOT Accreditation and validate the health protocols of the accommodation establishments in the Province to enable this office to issue a regular DOT Accreditation Certificate.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Travel and Tour Agency / Tour Operator based in Metro Manila and MIMAROPA**
- C. Must be willing to provide services on a **send bill arrangement**
- D. Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement
- DOT Accreditation Certificate

V. SCOPE OF WORK / DELIVERABLES:

Transportation Requirements:

1. Van Hire – **One (1)** unit of van
 - **June 28, 2022** – Metro Manila to Batangas Port
 - **July 7, 2022** – Batangas Port to Metro Manila

*Inclusive of toll fees, fuel, and driver's meals
2. Van Hire – **Two (2)** units of van per day
 - Inspection of Tourism Enterprises in the Province of Oriental Mindoro
 - Two (2) units of van with clean and comfortable seats
 - Preferably 2018 to 2020 model
 - Passengers:
 1. Ms. Cecil V. Aranton

2. Ms. Ma. Elizabeth C. Viray
3. Ms. Monina V. Rañeses
4. Mr. Joseph Gilbert A. Lazaro
5. Ms. Jocelle Q. Valera
6. Mr. Michael John A. Nicolas
7. Ms. Charlotte Monique B. Guerrero
8. PTO, CTOs and Tourism Staff

- Date of Inspection:
June 28, 2022 – 2 vans (half day)
June 29, 2022 – 2 vans (half day)
June 30 to July 6, 2022 – 2 vans (whole day)
July 7, 2022 – 2 vans (Pick-up/Drop-Off Accommodation to Balatero Port)
- Shall provide transport service within the Province of Oriental Mindoro for 8-12 hours/day to DOT MIMAROPA representatives.
- Shall provide undivided time and service to DOT MIMAROPA on **June 28 to July 7, 2022**.
- Shall provide disinfection kit, first aid kit, driver's meals and accommodation, fuel and other charges.
- Shall strictly observe health protocol such as wearing facemask and face shield
- Shall provide non-smoking driver

VI. BUDGET

Budget for the conduct of the event is **One Hundred Eighty-Seven Thousand Pesos (Php187,000.00)**, 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.

VII. CONTACT PERSON

Name : Ms. Jocelle Valera
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