

## TERMS OF REFERENCE

- I. **BIDDER** : Service Provider
- II. **PROJECT TITLE** : Site Inspections of Cebu City Properties for the 2<sup>nd</sup> Philippine International Dive Expo (PHIDEX) 2020
- III. **PROJECT DATE** : February 24-25, 2020
- IV. **MINIMUM REQUIREMENTS**
- a. Must be accredited by the DOT
  - b. Must be willing to provide services on send-bill arrangement
- V. **SCOPE AND WORK DELIVERABLES**
- a. Ground arrangement for tour package, roundtrip transfers with provisions for transportation of luggage, single/twin sharing accommodation, and full board meals);
  - b. Van Rental (inclusive of professional driver fees, driver's accommodation and meals, and applicable toll fees)

| Date              | No. of Units | Capacity and Route  |
|-------------------|--------------|---|
| February 24, 2020 | 1 van        | Van Seating Capacity: 10 pax per van<br>Route: Within Metro Cebu<br>Rental Period: 10 hours |
| February 25, 2020 | 1 van        | Van Seating Capacity: 10 pax per van<br>Route: Within Metro Cebu<br>Rental Period: 10 hours |

- c. Cebu Accommodation (At Least 3-Star Hotel within 1 Salinas Drive, Lahug in Metro Cebu)

| Participants      | Room Type  | Meals     | Check In    | Check Out   |
|-------------------|------------|-----------|-------------|-------------|
| Media Rep 1       | Twin Share | Breakfast | February 24 | February 25 |
| Media Rep 2       |            | Breakfast |             |             |
| DOT Coordinator 1 | Twin Share | Breakfast |             |             |
| DOT Coordinator 2 |            | Breakfast |             |             |

- d. Meals

| Date        | No. of Pax | Remarks                    |
|-------------|------------|----------------------------|
| February 24 | 5 pax      | Ala-Carte Lunch and Dinner |
| February 25 | 5 pax      | Ala-Carte Lunch            |

## VI. BUDGET

Total budget for this project is PhP 50,000.00 ✓

The winning bidder 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

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