

TERMS OF REFERENCE

I. NAME OF PROJECT: Service Arrangements for Participation of the DOT MIMAROPA to the 28th Travel Tour Expo 2021

II. IMPLEMENTATION: November 5-7, 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. MINIMUM REQUIREMENTS:

1. Must be a DOT-accredited Tour Operator
2. Must have experience providing services to the DOT and other government agencies
3. Must be able to provide services on a Send-Bill Arrangement
4. Must have PhilGEPS Registration.
5. Must be located in MIMAROPA Region

V. SCOPE OF WORK/DELIVERABLES:

Transportation - November 4 - 8, 2021

- Van Rental – 2 Units

- Whole day Van Rental
- Must have available sanitary care kits such as face mask, face shield, alcohol, and gloves good for five pax for Five (5) days
- Driver must have a negative RT-PCR or Antigen Test at least 2 days before the event

Accommodation – November 4 - 8, 2021

- Five (5) twin sharing rooms with free breakfast
- Hotel shall be near to Mega trade Halls 2-3, Manila for easy access to accommodation
- Hotel must be DOT-Accredited with Certificate of Authority to Operate (CAO)

Meals – November 4 - 8, 2021

- Packed meals for the whole duration of the event good for 10 pax (Lunch and Dinner with AM and PM Snacks)
- B2B venue and Meals for 30 pax

RT-PCR Test for 10 persons

VI. BUDGET

The total budget allocation is **TWO HUNDRED FOUR THOUSAND FOUR HUNDRED PESOS ONLY (₱204,400.00)**, inclusive of taxes and fees.

VII. DOCUMENTARY REQUIREMENTS

1. Mayor's Permit
2. PhilGEPS Registration Number
3. Duly notarized Omnibus Sworn Statement
4. Sec/DTI permit
5. Accreditation Certificate

Deadline of Submission of Quotation and Proposed Design is on or before **12:00nn of October 25, 2021 (Friday)**.

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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