

**TERMS OF REFERENCE  
DOT MIMAROPA'S PARTICIPATION  
IN KAIN NA! FOOD AND TRAVEL FESTIVAL**

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 Dates: 1.) December 9-13, 2021  
2.) January 2022
- Amenable to send-bill arrangement/government procedure
- Provision of meals, transfers, accommodation, care sanitation kits, airfares, RTPCR tests, and giveaways
- 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.
- Tour Operator must be residing within the MIMAROPA Region or National Capital Region

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

**FIRST LEG (December 9 – 13, 2021)**

C.1 Accommodation

- Two (2) twin sharing rooms in the specified dates
- Hotel shall be near to Ayala Serin Mall, Tagaytay City for easy access to accommodation
- Hotel must be DOT-Accredited

## 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 to Tagaytay City and vice versa
- Must have available sanitary care kits such as face mask, face shield, alcohol, and gloves good for four (4) pax for five days

## C.3 Airfare

- Roundtrip Air ticket PPS-MNL-PPS with 20kgs baggage for 1 pax
- Additional 20kgs baggage allowance for culinary items for 1 pax

## C.4 Meals

- Packed meals for the whole duration of the event good for four (4) pax (Breakfast, Lunch, and Dinner with AM and PM Snacks)

## C.5 Honorarium for Guest Chef

## C.6 RTPCR Tests for four (4) persons at a DOH Accredited Testing Center

## C.7 Local Culinary Giveaways for VIPs for 20pax

## **SECOND LEG (January 2022)**

### C.1 Accommodation

- Two (2) twin sharing rooms in the specified dates
- Hotel shall be near to Ayala Malls Manila Bay for easy access to accommodation
- Hotel must be DOT-Accredited

### 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 four (4) pax for five days

### C.3 Airfare

- Roundtrip Air ticket SJI-MNL-SJI with 20kgs baggage for 1 pax
- Roundtrip Air ticket MRQ-MNL-MRQ with 20kgs baggage for 1 pax
- Additional 20kgs baggage allowance for culinary items for 2 pax

### C.4 Meals

- Packed meals for the whole duration of the event good for four (4) pax (Breakfast, Lunch, and Dinner with AM and PM Snacks)

### C.5 Honorarium for Guest Chef

### C.6 RTPCR Tests for four (4) persons at a DOH Accredited Testing Center

### C.7 Local Culinary Giveaways for VIPs for 30pax

## II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **THREE HUNDRED TWENTY-SIX THOUSAND ONE HUNDRED ONE PESOS AND SIXTY CENTAVOS** (₱326,101.60) 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. MARC RAMIRO ORTIZ LUIS**

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