

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### MOBILE ACCREDITATION PROJECT IN CALAMIANES (CORON, BUSUANGA AND CULION, PALAWAN)

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA  
Date: February 22, 2021 to February 28, 2021

### II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

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

### III. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- 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

### IV. SCOPE OF WORK / DELIVERABLES:

#### **Airline Tickets**

##### **Departure Flight**

Date: 22 February 2021 (Monday)  
Route: Manila (MNL) – Coron (USU)  
ETD: AM Flight (6:00AM onwards)  
Baggage Allowance: 30 KG check-in baggage + 7KG hand carry per person

##### **Return Flight**

Date: 28 February 2021 (Sunday)  
Route: Coron (USU) - Manila (MNL)  
ETD: PM Flight (12:00NN onwards)  
Baggage Allowance: 30 KG check-in baggage + 7KG hand carry per person

##### **Passenger Details: (7 pax)**

Name of Passenger: **CECIL V. ARANTON (MS)**  
Birthdate: 02 September 1963  
Contact Number: (02) 8890-0945

Name of Passenger: **MA. ELIZABETH C. VIRAY (MS)**  
Birthdate: 17 August 1963  
Contact Number: (02) 8890-0945

Name of Passenger: **MONINA V. RAÑESES (MS)**  
Birthdate: 03 February 1978  
Contact Number: (02) 8890-0945

Name of Passenger: **JOSEPH GILBERT A. LAZARO (MR)**  
Birthdate: 19 March 1981  
Contact Number: (02) 8890-0945

Name of Passenger: **JOCELLE Q. VALERA (MS)**  
Birthdate: 31 August 1993  
Contact Number: (02) 8890-0945

Name of Passenger: **MICHAEL JOHN A. NICOLAS (MR)**  
Birthdate: 06 June 1993  
Contact Number: (02) 8890-0945

Name of Passenger: **CHARLOTTE MONIQUE B. GUERRERO (MS)**  
Birthdate: 01 December 1991  
Contact Number: (02) 8890-0945

## V. BUDGET

Budget for the conduct of the event is **Seventy Seven Thousand Seven Hundred Pesos (Php77,700.00)**, 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.

## VI. CONTACT PERSON

Name : Ms. Jocelle Valera  
Member, BAC Secretariat  
Department of Tourism MIMAROPA Region  
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