

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 based in Coron**
- 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:

Transportation Requirements

1. Van Hire and Boat Hire – **Two (2)** units of van per day
– One unit of boat on February 25
- Inspection of Tourism Enterprises in the Municipality of Coron and Busuanga
 - Two (2) units of van with clean and comfortable seats
 - One (unit) of Boat with clean and comfortable seats
 - Preferably 2019 or 2018 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. Tourism Officer and Staff of Coron and Busuanga
 - Date of Inspection:
February 22 – 2 vans in Coron (half day)
February 23 – 2 vans in Coron
February 24 – 1 van in Busuanga (overnight In Busuanga)

- 1 van in Coron
- February 25** – 1 van in Busuanga (continuation of inspection in Busuanga and return in Coron in the afternoon)
- 1 van in Coron
- 1 boat for inspection of island resorts in Coron
- February 26** – 2 vans in Coron
- February 27** – 2 vans in Coron

- Shall provide transport service within the Municipality of Coron and Busuanga for 8-12 hours/day to DOT MIMAROPA representatives.
- Shall provide undivided time and service to DOT MIMAROPA on **February 22 to 28, 2021**.
- Shall provide disinfection kit, first aid kit, driver's meals, fuel, antigen of drivers and boatmen and other charges.
- Shall strictly observe health protocol such as wearing facemask and face shield
- Shall provide non-smoking driver

V. BUDGET

Budget for the conduct of the event is **Seventy Five Thousand Eight Hundred Pesos (Php75,800.00)**, 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

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