

## TERMS OF REFERENCE

**I. NAME OF PROJECT** : El Nido Product Audit  
27 – 30 April 2021

### II. MINIMUM REQUIREMENTS:

1. Must be DOT-accredited.
2. Must be based in Palawan
3. Must be able to provide services on a Send-Bill Arrangement.

### III. SCOPE OF WORK/DELIVERABLES:

#### Requirements:

#### 1. Transportation:

**Van Hire** – April 27 - 30, 2021

**3 units – Whole Day – 4 days**

Manila – NAIA – Manila

El Nido

Fully air-conditioned van in good condition

**(with consideration of provisions on health and safety guidelines)**

**Boat Hire** – April 28, 2021

**3 Units – 1 Day**

**(with consideration of provisions on health and safety guidelines)**

**Airfare** – April 27 and 30, 2021

15 roundtrip ticket

Manila – El Nido - Manila

**(with consideration of provisions on health and safety guidelines)**

#### 2. Accommodation: in Municipality of El Nido

**27 to 30 March 2021 (4D3N)**

15 Rooms

**(with consideration of provisions on health and safety guidelines)**

**Venue for Meeting of Product Audit with PM Snack and Dinner**

40 pax, (Digital Projector)

**April 29, 2021**

**(with consideration of provisions on health and safety guidelines)**

#### 3. Meals:

Breakfast = 15 pax x 4 days

AM Snack = 15 pax x 4 days

Lunch = 15 pax x 4 days

PM Snack = 15 pax x 3 days

Dinner = 15 pax x 3 days

B2B = 40 pax x 1 day

#### 4. Others: 15 pax

Hygiene Kit (Alcohol, Mask, Face Shield, Wet Wipes and Mosquito Repellant)

Tumbler

Eco Bag

Travel Insurance  
Entrances and LGU Environmental Fees  
Lake Fees  
Kayak Rentals  
Other Supplies for B2B  
Swab Test = 2x – April 24 and 30

#### **IV. AWARDING OF CONTRACT**

The bidders shall be required to submit and present the following documents:

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Latest Income Business Tax Return
4. Draft contract
5. DOT Accreditation Certificate

#### **V. BUDGET**

The total budget allocation is **Six Hundred Seventy Four Thousand Nine Hundred Eighty Pesos Only (P674,980.00)**, inclusive of taxes and fees.

#### **VI. PAYMENT SCHEMES**

Terms of payment to the winning bidder shall be in accordance with the government procedure. 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.

#### **VII. Contact Person:**

**Mr. Domenic C. Contreras**  
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