

TERMS OF REFERENCE

I. NAME OF PROJECT: Service Arrangements for Participation of the DOT MIMAROPA to the 29th Travel Tour Expo 2022

II. IMPLEMENTATION: June 24-26, 2022

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 be based in Metro Manila
3. Must have experience providing services to the DOT and other government agencies
4. Must be able to provide services on a Send-Bill Arrangement
5. Must have PhilGEPS Registration.

V. SCOPE OF WORK/DELIVERABLES:

Transportation - June 23 - 27, 2022

- Van Rental (1 Unit)

- Wholeday
- Must have available sanitary care kits such as face mask, alcohol, tissues and wet wipes; and
- Driver must be fully vaccinated

Accommodation – June 23 - 27, 2022

- **Seven (7)** twin sharing rooms with free breakfast;
- Hotel shall be near to SMX Convention / Within Pasay City for easy access to the event; and
- Hotel must be DOT-Accredited.

Tokens / Giveaways – June 24 - 26, 2022

- MIMAROPA Products;
- For 50 pax.

Meals – June 23 - 27, 2022

- Packed meals for the whole duration of the event good for **5 pax** (Lunch and Dinner with AM and PM Snacks)

VI. BUDGET

The total budget allocation is **TWO HUNDRED FIFTY-EIGHT THOUSAND ONE HUNDRED PESOS ONLY (₱258,100.00)**, 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 **12:00n of June 9, 2022 (Thursday)**.

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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