

TERMS OF REFERENCE

I. NAME OF PROJECT: Tour Operator for Participation of the DOT MIMAROPA to the 33rd Philippine Travel Mart 2022

II. IMPLEMENTATION: September 30 – October 2, 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 or MIMAROPA Region
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 - September 29 – October 3, 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 – September 29 – October 3, 2022 (5 days/ 4 nights)

- **Eight (8)** 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 – September 30 – October 2, 2022

- MIMAROPA Products;
- For 50 pax.

Meals – September 29 – October 3, 2022 (5 days)

- Packed meals for the whole duration of the event good for **8 pax** (Lunch and Dinner with AM and PM Snacks)

B2B Function Room with/ Meals (Lunch or Dinner)

- Half day rent of function room to accommodate 25 pax on October 2, 2022
- Lunch or Dinner for 25 pax

VI. BUDGET

The total budget allocation is **TWO HUNDRED TWO THOUSAND ONE HUNDRED PESOS ONLY (₱202,100.00)**, 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 is on or before **12:00nn of July 15, 2022 (Friday)**.

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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