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## TERMS OF REFERENCE

### I. PROJECT TITLE

#### MOBILE ACCREDITATION PROJECT IN THE PROVINCE OF OCCIDENTAL MINDORO

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA  
Date: August 8 to 15, 2022

### II. OBJECTIVE

The activity is foreseen to saturate the campaign for DOT Accreditation and validate the health protocols of the tourism enterprises in the Province to enable this office to issue a regular DOT Accreditation Certificate.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

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

### IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- 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
- DOT Accreditation Certificate

### V. SCOPE OF WORK / DELIVERABLES:

#### Transportation Requirements:

1. Van Hire – **One** (1) unit of van
    - **August 8, 2022** – Metro Manila to Batangas Port

\*Inclusive of toll fees, fuel, and driver's meals
  2. Van Hire – **Two** (2) units of van per day
    - Inspection of Tourism Enterprises in the Province of Occidental Mindoro
    - Two (2) units of van with clean and comfortable seats
    - Preferably 2021 to 2022 model
    - Passengers:
      1. Ms. Cecil V. Aranton
      2. Ms. Ma. Elizabeth C. Viray
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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. PTO, CTOs and Tourism Staff

- Date of Inspection:  
**August 8, 2022** – 2 vans (half day)  
**August 9, 2022** – 2 vans (half day)  
**August 10 to 14, 2022** – 2 vans (whole day)
  - Shall provide transport service within the Province of Occidental Mindoro for 8-12 hours/day to DOT MIMAROPA representatives.
  - Shall provide undivided time and service to DOT MIMAROPA on **August 8 to 14, 2022**.
  - Shall provide disinfection kit, first aid kit, driver's meals and accommodation, fuel and other charges.
  - Drivers shall strictly observe health protocol such as wearing facemask.
  - Shall provide non-smoking driver
3. Boat Hire – **One** (1) unit of boat for one day
- Boat shall have a capacity of 7 to 10 pax which will used for inspection of island accommodations in San Jose, Occidental Mindoro.
  - Shall provide disinfection kit, first aid kit, boatmen's meals, fuel and other charges.
  - Drivers shall strictly observe health protocol such as wearing facemask.
  - Shall provide non-smoking boatmen.
4. Airline Tickets – Seven (7) pax
- Flight Details:  
Date: August 15, 2022  
Route: San Jose, Occidental Mindoro (SJI) to Manila (MNL)  
ETD: AM Flight
  - Passenger Details:  
  
Name: **Ms. CECIL V. ARANTON**  
Birthdate: 02 September 1963  
Contact Number: (02) 890-0945  
Baggage Allowance: 30KG  
  
Name: **Ms. MA. ELIZABETH C. VIRAY**  
Birthdate: 17 August 1963  
Contact Number: (02) 890-0945  
Baggage Allowance: 30KG
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Name: **Ms. MONINA V. RAÑESES**  
Birthdate: 03 February 1978  
Contact Number: (02) 890-0945  
Baggage Allowance: 30KG

Name: **Mr. JOSEPH GILBERT A. LAZARO**  
Birthdate: 19 March 1981  
Contact Number: (02) 890-0945  
Baggage Allowance: 30KG

Name: **Ms. JOCELLE Q. VALERA**  
Birthdate: 31 August 1993  
Contact Number: (02) 890-0945  
Baggage Allowance: 30KG

Name: **Mr. MICHAEL JOHN A. NICOLAS**  
Birthdate: 06 June 1993  
Contact Number: (02) 890-0945  
Baggage Allowance: 30KG

Name: **Ms. CHARLOTTE MONIQUE B. GUERRERO**  
Birthdate: 01 December 1991  
Contact Number: (02) 890-0945  
Baggage Allowance: 30KG

## VI. BUDGET

Budget for the conduct of the event is **One Hundred Ninety-Two Thousand Four Hundred Pesos (Php192,400.00)**, 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.

## VII. CONTACT PERSON

Name : Ms. Jocelle Valera  
DOT-MIMAROPA Regional Office  
Contact numbers : (0995) 904 2717  
Email Address : [dot4bonline@gmail.com](mailto:dot4bonline@gmail.com)