

TERMS OF REFERENCE

FINANCIAL MANAGEMENT SERVICES YEAR-END ASSESSMENT AND ANNUAL STRATEGIC PLANNING CORON, PALAWAN NOVEMBER 7-11, 2022

I. BACKGROUND

The activity is part of the FY 2022 Work and Financial Plan (WFP) of the Finance Management of the Department of Tourism (DOT) Finance Management Service (PMS) Service under its regular projects downloaded to the DOT- MIMAROPA. Specifically, the budget allocation was allotted under the (i) Provision of Technical Assistance to DOT Operating Units in Financial Management Concerns, and (ii) Strategic Planning and Monitoring Activities.

The seminar will serve as a venue for performance evaluation and operations strategy updating by the FMS, and an avenue to provide technical assistance to the DOT- Regional Offices' finance personnel for the preparation of financial reports. The workshop will likewise include a presentation on the identification of challenges encountered and plans to overcome the challenges and ensure the delivery of expected services pursuant to FMS's mandate.

II. OBJECTIVES

1. To identify challenges encountered and to come up with means and ways to overcome the challenges
2. To come up with action plans to ensure the delivery of expected services pursuant to the FMS mandate
3. To render hands-on training/coaching/mentoring/retooling to accountable officers in Central, Regional, and Foreign Offices in complying with existing financial management policies, responsibilities, procedures, rules, and regulations relative to financial and management matters.

III. SCOPE OF SERVICE

The service provider should be able to provide the vehicles with drivers for land travel, accommodation, meals and snacks, and meeting venue with the following specifications:

a. General Requirements

- ✓ Service Provider should be a DOT-Accredited Tour Operator
- ✓ Inclusive Date: November 7 to 11, 2022
- ✓ Amenable to a send-bill arrangement/ government procedure: SOA shall be submitted five (5) working days after the completion of the activity
- ✓ Price quotation should be denominated in the Philippine Peso and

- inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- ✓ Tour Operator must be based and registered in Region IV-B (MIMAROPA)

b. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

Note: All documentary requirements and proposals shall be sent via e-mail at dot4b.bacsecretariat@gmail.com.

c. Specific Requirements

c.1. Transportation (Van Rental)

- Air-conditioned van with stored supplies of alcohol with 70% Solution
- Surgical Face Masks and facial tissue
- Seating capacity in consideration of health and safety measures
- Provision of drivers.
- Tentative Transfers:
 - Day 1 and Day 5 – Eight (8) vans to transfer in and transfer out participants from the airport to the hotel and vice versa,
 - Day 3 - 4 vans to transfer in and transfer out participants from the airport to the hotel and vice versa
 - One (1) standby van backup for other emergency purposes.

c.2. Accommodation and Meals with the following participants:

- Day 1 to 5 accommodation: 61 pax for 4 nights inclusive of meals (lunch and dinner)
- Day 1 to 3 accommodation: 9 pax for 2 nights inclusive of meals (breakfast, lunch, and dinner)
- Day 3 to Day 5 accommodation: 12 pax for 2 nights inclusive of meals breakfast lunch and dinner
- Day 5 meals (breakfast and lunch): 73 pax

c.3. Training venue

- The training venue shall have an LCD projector and sound system available to be used for (5) days in the training venue.
- With the provision of overflowing coffee/tea during the training

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IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **NINE HUNDRED FIFTY-ONE THOUSAND NINE HUNDRED PESOS (PhP 951,900.00)**, inclusive of all government taxes and charges.

The winning bid shall be determined based on the most advantageous financial proposal **without** exceeding the approved budget for the contract (ABC) and shall be processed in accordance with existing laws, rules, and regulations.

V. MODE OF PROCUREMENT

The services shall be procured through Small Value Procurement (SVP) under Section 53.9 and Annex "H" of RA 9184 and its Revised Implementing Rules and Regulations (IRR).

VI. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in through a send bill arrangement. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages equivalent to ten percent (10%) of the contract awarded to the winning bidder.

VII. CONTACT PERSON

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