

TERMS OF REFERENCE

- I. NAME OF PROJECT:** Tour Operator for the participation of the DOT MIMAROPA to the **1st NORTH LUZON TRAVEL FAIR 2022**
- II. IMPLEMENTATION:** November 17 – 21, 2022
- III. OBJECTIVE:**
1. To market and promote the MIMAROPA Region as the Destination of choice for domestic and inbound tourist;
 2. Showcase tourism destinations, products, facilities and services of the region; and
 3. Create networking opportunities among DOT Accredited tour operators in the region and PHILTOA, NAITAS, PTAA, etc.
- IV. MINIMUM REQUIREMENTS:**
1. Must be a DOT-accredited Tour Operator;
 2. Must have experience providing services to the DOT and other government agencies;
 3. Must be able to provide services on a Send-Bill Arrangement; and
 4. Must have PhilGEPS Registration.
- V. SCOPE OF WORK/DELIVERABLES:**
- Transportation - November 17 – 21, 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 – November 17 – 21, 2022**
- **Five (5)** twin sharing rooms with free breakfast;
 - Hotel shall be near to SMX Convention Clark Pampanga for easy access to the event; and
 - Hotel must be DOT-Accredited.
- Meals – September 29 – October 3, 2022**
- Packed meals for the whole duration of the event good for **10 pax** (Lunch and Dinner with AM and PM Snacks).

Giveaways / Tokens – November 18 – 20, 2022

- Keychains, Ref Magnets and Book Marks 200 pcs

VI. BUDGET

The total budget allocation is **ONE HUNDRED EIGHTY-EIGHT THOUSAND PESOS ONLY (₱188,000.00)**, 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; and
5. Accreditation Certificate.

Deadline of Submission of Quotation and Proposed Design is on or before **1:00pm of October 19, 2022 (Wednesday)**.

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.

Contact Person: **Mr. Reynaldo Gabriel Jr.**
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