

TERMS OF REFERENCE

1. **PROJECT:** Tour Operator for the Third Regional Directors' Meeting
2. **PURPOSE / OBJECTIVE:** The Regional Directors' Meeting is a regular quarterly activity of the TRCRG sector to track the implementation of ongoing programs, activities, and projects (PAPs) of the Regional Offices and discuss strategies to align future PAPs with the Department's new thrusts and priorities. It will also serve as a venue for the sector to comprehensively discuss operations / administrative concerns, internal processes and protocols of the Department. The Third Regional Director' Meeting will be held on 22 November 2022 in Cebu City

3. MINIMUM REQUIREMENTS

- a. Must be a DOT Accredited Tour Operator / Travel Agency
- b. Must handle venue rental, meals and transfers of the participants in Cebu City
- c. Must agree to Government Procurement and Send Bill Arrangement
- d. Inclusive of VAT and other government taxes

4. SCOPE

Venue Rental and Meal

- Must be located near hotel (in Cebu City)
- Must provide venue and dinner good for 30 participants on 22 November 2022
- Four (4) hours use of venue
- With private banquet staff assistance
- Costs must be inclusive of all fees related to rental of venue

Transfers

- Three (3) Vans which will be used on 22 November 2022
- Start of Service: 7:00 pm End of Service: 11:00 pm
- Shuttle service of participants to and from venue (from hotel in Cebu City)
- Vehicle must be in good physical appearance, well-maintained, and fully air-conditioned
- With professional, experienced, and well-trained driver in uniform
- Will be able to accommodate all 30 passengers
- Inclusive of fuel expense, parking fees, overtime fees, driver fees and meals

5. **TOTAL BUDGET:** PHP 75,050 (all inclusive)

6. PROJECT OFFICE / CONTACT PERSON:

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APPROVED BY:

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