

TERMS OF REFERENCE

MIMAROPA REGIONAL ADMINISTRATIVE AND FINANCE UNIT YEAR-END MEETING AND ANNUAL STRATEGIC ACTION PLANNING WORKSHOP

November 6 to 11, 2022

Coron, Palawan

I. OBJECTIVES

1. Participation of the DOT- MIMAROPA Regional Office in the FMS Year-End Activity to be held in Coron, Palawan.
2. Provide general administrative support during the FMS Year-End Activity as a host region.
3. Ensure that MIMAROPA Administrative and Finance personnel are abreast with the finance and administrative laws, rules, and regulations as well as issuances and procedures prescribed by the DOT Central Office.
4. Prepare a recommendation to the Regional Director on the streamlining of finance and administrative processes as a result of the activity for further improvement.

II. REQUIREMENTS

a. Documentary

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

b. General

1. Period of Engagement: November 6 to 11, 2022.
2. Amenable to a send-bill arrangement/ government procedure: In which case, SOA shall be submitted five (5) working days after the completion of the activity.
3. 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.
4. Tour Operator must be based in Region IV-B (MIMAROPA).
5. All documentary requirements and proposals shall be sent via e-mail at dot4b.bacsecretariat@gmail.com.

III. PROCUREMENT DETAILS

A. Airfare

1. Manila – Coron - Manila
 - ✓ November 6 – 11, 2022 for 6 pax with 20kgs baggage allowance each

B. Transportation (Van Hire)

- Air-conditioned tourist transport van with stored supplies of face mask, alcohol (sanitation kits) and first aid kit;
- Drivers must conform to the following itinerary:
November 6 and 11 to and from Airport to Hotel

C. Meals

Requirements for meals shall include the following:

- Breakfast, Lunch, and Dinner good for 1 day for eight (8) persons (November 6, 2022)
- Breakfast, Lunch, AM&PM snacks and Dinner good for 5 days for six (6) persons (November 7-11, 2022)

D. Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
 - ✓ November 6-7, 2022 2D1N (6 pax)
 - ✓ November 7-11, 2022 4DN (4 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

E. Meeting Venue and other materials

- Sound system, LCD projector and white board
- Availability of pad and pen for 5 days
- Other kit that may be deemed necessary for the conduct of meeting
- Provision of Tarpaulin: 3m x 3m (9.84ft x 9.84 ft) x PhP 30.00/ square feet

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **TWO HUNDRED SEVENTY-EIGHT THOUSAND NINE HUNDRED FORTY PESOS ONLY (Php 278,940.00)**, inclusive of all applicable government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

V. MODE OF PROCUREMENT

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

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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