

## TERMS OF REFERENCE

### 2023 DOT MIMAROPA STRATEGIC PLANNING WORKSHOP & ACCOMPLISHMENT OF ANNUAL REPORTS FY 2022

#### I. Objectives:

1. Understand and internalize the organization's goals for FY 2023
2. Analyze external and internal environments to inform the organization's strategic directions
3. Plan for performance targets and budgetary requirements of the organization's operation and its programs
4. Engage employee's commitments toward achieving organizational objectives.

#### II. Scope of Service:

The service provider should be able to provide the transportations, transfers, meals, accommodation, meeting venue and training kit with the following specifications:

##### A. General Requirements

- Service Provider should be a DOT-Accredited Travel & Tour Operator
- Inclusive Date: January 2023 (Exact date to be provided)
- Amenable to 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 in MIMAROPA Region

##### B. Documentary Requirements

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

*Note: All documentary requirements and proposal shall be sent via e-mail at [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)/ [tdd.mimaropa@gmail.com](mailto:tdd.mimaropa@gmail.com)*

### **III. SCOPE OF WORK/DELIVERABLES:**

#### **A. Airfare**

1. Coron- Manila- Coron
  - ✓ January 2023 (exact date to be provided) for 1 pax with 20kgs baggage allowance each
2. Puerto Princesa- Manila- Puerto Princesa
  - ✓ January 2023 (exact date to be provided) for 1 pax with 20kgs baggage allowance each
3. Manila- Caticlan- Manila
  - ✓ January 2023 (exact date to be provided) for 30 pax with 20kgs baggage allowance each

*Rebookable ticket with no incurred additional charges*

#### **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:
  - ✓ Whole day van rental (10 hours) within Carabao Island to seaport and vice versa x 4 vans x 2 days
  - ✓ Van transfer from Caticlan Airport to Seaport vice versa x 4 vans x 2 days

#### **C. Transportation (Boat Hire)**

- Boat Hire rental for 10 hours that can accommodate 31 pax
  - ✓ Whole day boat rental (10 hours) to transfer from Caticlan port to San Jose port and vice versa (Exact date to be provided)

#### **D. Meals**

Requirements for meals shall include the following:

- Breakfast, Lunch, AM and PM snacks, and Dinner good 31 pax for 3 days (Exact date to be provided)

#### **E. Meeting Venue**

- Meeting room that can accommodate 30 pax observing the minimum requirement of social distancing
- Sound system, Laptop with printer for documentation, white board, LCD projector and screen
- WiFi access and or source of any internet connection

- Free flowing coffee and water

#### **F. Accommodation**

- ✓ Must be DOT-Accredited Accommodation Establishment
- ✓ Must provide room accommodation for the following:
- ✓ January 2023 3D2N (30 pax)
- ✓ Must have a stable WIFI connection
- ✓ Must have a 24-Hour Security
- ✓ Must have an In-house restaurant

#### **G. Travel and Sanitary Kits**

- ✓ Customized Canvas Tote Bag9  
Materials: Bag dimensions (inches): 16.5in x 17in  
Thick cream-colored canvas fabric with zipper. Printed design in front and back of the bag in vinyl or silk screen. With MIMAROPA Naturally logo printed Front: DOT Logo and MIMAROPA Naturally Logo
- ✓ Customized Notebook/ Planner with Pen  
With DOT MIMAROPA Logo (Please see Annex A for the design)
- ✓ Sanitary Kit  
Alcohol with 70% Solution (150 ml), Mask (Surgical Face Masks, 5 pcs), Travel Paper Soap, Insect repellent, and wet wipes

#### **H. Miscellaneous**

- ✓ Provision of Tarpaulin: 3m x 3m (9.84ft x 9.84 ft)  
“Department of Tourism- MIMAROPA Strategic Planning FY 2023”

### **IV. BUDGET**

The total budget allocation is **FIVE HUNDRED THIRTY-FIVE THOUSAND PESOS (P500,000.00)**, inclusive of taxes and fees. 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.


### **V. PAYMENT SCHEMES**

Terms of payment to the winning bidder shall be in accordance with the government procedure (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 in the amount equal to ten percent (10%) of the contract price by the winning bidder.

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# Annex A

Shopee > Hobbies & Stationery > School & Office Supplies > Notebooks > 2023 Personalized Planner Hard Bound/ FREE NAME



### 2023 Personalized Planner Hard Bound/ FREE NAME

5.0 ★★★★★ | 22 Ratings | 108 Sold | Report

**₱170**

Shipping: **Pre-Order (ships in 7 days)**  
Shipping Discount: Shipping discount for orders over ₱500  
Shipping To: **Binondo, Metro Manila** ✓  
Shipping Fee: **₱0 - ₱38** ✓

Design: **Hard Bound**

Color:  Green  Blue  Red  Black

Quantity: - 1 + 26 pieces available

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