

## **TERMS OF REFERENCE**

**I. NAME OF PROJECT:** Service Arrangements for Participation of the DOT MIMAROPA to the 7<sup>th</sup> International Travel Festival 2022

**II. IMPLEMENTATION:** January 7-9, 2022

**III. OBJECTIVE:**

To market and promote the MIMAROPA Region for domestic and inbound tourist showcasing the Philippine tourist attractions and the latest tourism offerings in the region.

**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
4. Must have PhilGEPS Registration.

**V. SCOPE OF WORK/DELIVERABLES:**

**Transportation - January 6 - 10, 2022**

**- Van Rental – 1 Unit**

- Whole day
- Must have available sanitary care kits such as face mask and alcohol good for Five days
- Driver must be fully vaccinated

**- Roundtrip Airfare – January 6 and 10, 2022**

- 3 pax
- January 6, 2022 – Manila to Cebu
- January 10, 2022 – Cebu to Manila

**Accommodation – January 6 - 10, 2022**

- Room for 8 pax with free breakfast
- Hotel shall be near to Ayala Center Cebu for easy access
- Hotel must be DOT-Accredited

**Meals – January 6 - 10, 2022**

- Packed meals for the whole duration of the event good for 5 pax (Lunch and Dinner with AM and PM Snacks)

**B2B – January 8, 2022**

- Venue with Lunch for 15 pax

**VI. BUDGET**

The total budget allocation is **ONE HUNDRED TWENTY-SEVEN THOUSAND ONE HUNDRED PESOS ONLY (₱127,100.00)**, 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
5. Accreditation Certificate

Deadline of Submission of Quotation and Proposed Design is on or before **12:00nn of December 24, 2021 (Friday)**.

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.

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