

TERMS OF REFERENCE

- I. NAME OF PROJECT:** Service Arrangements for Participation of the DOT MIMAROPA to the Mindanao Tourism Expo (MTEx Davao) 2023
- II. IMPLEMENTATION:** January 26 - 30, 2023
- 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 be based in Davao City
 3. Must have experience providing services to the DOT and other government agencies
 4. Must be able to provide services on a Send-Bill Arrangement
 5. Must have PhilGEPS Registration.
- V. SCOPE OF WORK/DELIVERABLES:**

Transportation - January 26 - 30, 2023

- **Van Rental (1 Unit)**
 - Whole day
 - Must have available sanitary care kits such as face mask, alcohol, tissues and wet wipes; and
 - Driver must be fully vaccinated

- **Roundtrip Airfare for 2**
 - January 26, 2023 – 1PM – 3 PM
Azucena C. Pallugna (Sept 28, 1973)
Reynaldo P. Gabriel Jr. (Oct. 21, 1987)

 - January 29, 2023 – 11:10PM – 1AM
Azucena C. Pallugna (Sept 28, 1973)

 - January 30, 2023 – 12PM – 2PM
Reynaldo P. Gabriel Jr. (Oct. 21, 1987)

Accommodation – January 26 - 30, 2023

- **Two (2)** twin sharing rooms with free breakfast;
- Hotel shall be near to SMX Convention / Within SM Lanang for easy access to the event; and
- Hotel must be DOT-Accredited.

Tarpaulin Print – January 26, 2023

- Tarpaulin print of 2.5m x 2m of MIMAROPA poster and Logo (Images to be sent by end user)

VI. BUDGET

The total budget allocation is **EIGHTY-TWO THOUSAND PESOS ONLY (₱82,000.00)**, inclusive of taxes and fees.

VII. DOCUMENTARY REQUIREMENTS

1. Mayor's Permit
2. PhilGEPS Certification (Preferably Platinum Member)
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 **5:00pm of January 16, 2023 (Monday)**.

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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