

TERMS OF REFERENCE

I. NAME OF PROJECT: Services of a DOT Accredited Tour Operator for the Participation of DOT MIMAROPA to the 30th Travel Tour Expo 2023

II. IMPLEMENTATION: February 2-6, 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 Metro Manila
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 - February 2 - 6, 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

Accommodation – February 2 - 6, 2023

- **Eight (8)** twin sharing rooms with free breakfast;
- Hotel shall be near to SMX Convention / Within Pasay City for easy access to the event; and
- Hotel must be DOT-Accredited.

Meals – February 2 - 6, 2023

- meals for the whole duration of the event good for **6 pax** (Lunch and Dinner)

VI. BUDGET

The total budget allocation is **ONE HUNDRED EIGHTY-ONE THOUSAND EIGHT HUNDRED-TWENTY PESOS ONLY (₱181,820.00)**, 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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