

TERMS OF REFERENCE

I. PROJECT TITLE

MOBILE INSPECTION AND ACCREDITATION PROJECT IN THE PROVINCE OF ROMBLON

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: February 18 to 20, 2023 and March 9 to 17, 2023

II. OBJECTIVE

The activity is foreseen to saturate the campaign for DOT Accreditation and validate the health protocols of the tourism enterprises in the Province to enable this office to issue a regular DOT Accreditation Certificate.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Travel and Tour Agency / Tour Operator based in Metro Manila and MIMAROPA**
- C. Must be willing to provide services on a **send bill arrangement**
- D. Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement
- Income / Business Tax Return
- DOT Accreditation Certificate

V. SCOPE OF WORK / DELIVERABLES:

A. Transportation (Air):

1. March 9, 2023 – 8 pax
 - Airfare: Manila to Romblon (Tugdan Airport) with 30kg baggage allowance

Passenger Details:

Name: **Ms. CECIL V. ARANTON**
Birthdate: 02 September 1963
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Ms. MA. ELIZABETH C. VIRAY**
Birthdate: 17 August 1963
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Ms. MONINA V. RAÑESES**
Birthdate: 03 February 1978
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Mr. JOSEPH GILBERT A. LAZARO**
Birthdate: 19 March 1981
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Ms. JOCELLE Q. VALERA**
Birthdate: 31 August 1993
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Mr. MICHAEL JOHN A. NICOLAS**
Birthdate: 06 June 1993
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Ms. CHARLOTTE MONIQUE B. GUERRERO**
Birthdate: 01 December 1991
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Ms. JOANE KRIZZIA M. DELARIARTE**
Birthdate: 28 July 1998
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

2. March 16, 2022 – 6 pax

- Airfare: Romblon (Tugdan Airport) to Manila with 30kg baggage allowance

Passenger Details:

Name: **Ms. CECIL V. ARANTON**
Birthdate: 02 September 1963
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Ms. MA. ELIZABETH C. VIRAY**
Birthdate: 17 August 1963
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Ms. MONINA V. RAÑESES**
Birthdate: 03 February 1978
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Ms. JOCELLE Q. VALERA**
Birthdate: 31 August 1993
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Ms. CHARLOTTE MONIQUE B. GUERRERO**
Birthdate: 01 December 1991
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

Name: **Ms. JOANE KRIZZIA M. DELARIARTE**
Birthdate: 28 July 1998
Contact Number: (02) 890-0945
Baggage Allowance: 30KG

B. Transportation (Land):

1. Van Hire

- **February 18 to 19, 2023 – One (1) unit of van**
 - Inspection of Tourism Enterprises in San Jose, Romblon
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers:
 1. Ms. Ma. Elizabeth C. Viray
 2. Ms. Charlotte Monique B. Guerrero
 3. Tourism Staff

*Inclusive of toll fees, fuel, and driver's meals

2. Van Hire

- **March 9, 2023 – Two (2) units of van**
 - Transfer of Accreditation Officers from Tugdan Airport to San Agustin
 - Vehicle with clean and comfortable seats
- **March 9 to 10, 2023 – Two (2) units of van**
 - Inspection of Tourism Enterprises in **Romblon, Romblon**
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers:
 1. Ms. Cecil V. Aranton
 2. Ms. Ma. Elizabeth C. Viray
 3. Ms. Monina V. Rañeses
 4. Mr. Joseph Gilbert A. Lazaro
 5. Ms. Jocelle Q. Valera
 6. Mr. Michael John A. Nicolas
 7. Ms. Charlotte Monique B. Guerrero
 8. Ms. Joane Krizzia M. Delariarte
 9. Tourism Staff

*Inclusive of toll fees, fuel, and driver's meals

- **March 11 to 12, 2023 – One (1) unit of van**
 - Inspection of Tourism Enterprises in **Romblon, Romblon**
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers:
 1. Mr. Joseph Gilbert A. Lazaro
 2. Mr. Michael John A. Nicolas
 3. Tourism Staff

*Inclusive of toll fees, fuel, and driver's meals

- **March 13 to 16, 2023 – One (1) unit of van**
 - Inspection of Tourism Enterprises in **Sibuyan Island**
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers:
 1. Mr. Joseph Gilbert A. Lazaro
 2. Mr. Michael John A. Nicolas
 3. Tourism Staff

*Inclusive of toll fees, fuel, and driver's meals

- **March 11, 2023 - Two (2) units of van**
 - Whole day van rental for transfers (Tablas Island)
 - Vehicle with clean and comfortable seats

- **March 12 to 15, 2023 – Two (2) units of van**
 - Inspection of Tourism Enterprises in **Tablas Island**
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers:
 1. Ms. Cecil V. Aranton
 2. Ms. Ma. Elizabeth C. Viray
 3. Ms. Monina V. Rañeses
 4. Ms. Jocelle Q. Valera
 5. Ms. Charlotte Monique B. Guerrero
 6. Ms. Joane Krizzia M. Delariarte
 7. Tourism Staff

*Inclusive of toll fees, fuel, and driver's meals

- **March 16, 2023 – One (1) unit of van**
 - Transfer of Accreditation Officers from San Agustin to Tugdan Airport
 - Vehicle with clean and comfortable seats

- Shall provide transport service within the Province of Romblon for 8-12 hours/day to DOT MIMAROPA representatives.
- Shall provide undivided time and service to DOT MIMAROPA on **February 18 to 19, 2023 and March 9 to 16, 2023.**
- Shall provide disinfection kit, first aid kit, driver's meals and accommodation, fuel and other charges.
- Drivers shall strictly observe health protocol such as wearing facemask.
- Shall provide non-smoking driver

3. Boat Hire

- **March 9, 2023 – One (1) unit of boat**
 - Transport of Accreditation Officers from San Agustin to Romblon

- **March 11, 2023 – One (1) unit of boat**
 - Transport of Accreditation Officers from Romblon to San Agustin

- Boat shall have a capacity of 7 to 10 pax
- Shall provide disinfection kit, first aid kit, boatmen's meals, fuel and other charges.
- Drivers shall strictly observe health protocol such as wearing facemask.
- Shall provide non-smoking boatmen.

4. Car Hire

- **March 17, 2023 – One (1) unit of car**
 - Transfer of Accreditation Officers from Batangas Port to Residences
 - Vehicle with clean and comfortable seats

C. Function Venue with Meals

1. Function Hall / Meals in Romblon, Romblon

Date of Function: **March 10, 2023 (8:00 am to 5:00 pm)**

a. Number of Participants: 60 pax

b. Meals:

- Plated AM/PM Snacks with 1 round of drinks (iced tea or soft drinks)
- Buffet Lunch with 3 viands, 1 soup, 1 dessert and drinks
- Free flowing coffee and water during the event
- Use of function hall and basic equipment (sound system, screen projector, podium, microphones, etc.)
- WI-FI access and parking space for the participants

2. Function Hall / Meals in Odiongan, Romblon

Date of Function: **March 11, 2023 (10:00 am to 6:00 pm)**

a. Number of Participants: 60 pax

b. Meals:

- Plated AM/PM Snacks with 1 round of drinks (iced tea or soft drinks)
- Buffet Lunch with 3 viands, 1 dessert and drinks
- Free flowing coffee and water during the event
- Use of function hall and basic equipment (sound system, screen projector, podium, microphones, etc.)
- WI-FI access and parking space for the participants

D. Other Expenses

1. Boat Fares

March 13, 2023

Romblon to Magdiwang for 2 pax

March 15, 2023

Magdiwang to Batangas Port for 1 pax

March 16, 2023

Magdiwang to Batangas Port for 1 pax

VI. BUDGET

Budget for the conduct of the event is **Three Hundred Ninety-Five Thousand One Hundred Pesos (Php395,100.00)**, inclusive of amenities and all government taxes and service charges as defined in this Terms of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

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.

VII. CONTACT PERSON

Name	:	Ms. Cecil V. Aranton DOT-MIMAROPA Regional Office
Contact numbers	:	(0917) 586 6513
Email Address	:	dot4b.bacsecretariat@gmail.com