

## TERMS OF REFERENCE

### **-Airline tickets and ground arrangements- INSPECTION AND MEETING WITH EL NIDO LGU AND STAKEHOLDERS March 8 to 10, 2023**

#### **I. Scope of Service**

The service provider should be able to provide the roundtrip airplane tickets, van rental, accommodation and meals with the following specifications:

##### A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: March 8 to 10, 2023
- Amenable to send-bill arrangement/government procedure
- Price quotation should be denominated in the Philippine Peso, including 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 Platinum Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

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

##### C. Specific Requirements

###### 1.a. Roundtrip Airplane Tickets for four (3) persons:

March 8, 2023 – Manila to Puerto Princesa City  
ETD MNL 6:30AM  
ETA PPS 8:00AM

March 10, 2023 – Puerto Princesa City to Manila  
ETD PPS 9:30PM  
ETA MNL 11:00PM

*\*To include 10kg baggage allowance for each pax and travel insurance*

###### 1.b. Van rental

1 van for 3 days

###### 2. Accommodation for 4 pax

March 8 to 10 (2 nights)

3. Full board meals for 4 pax from March 8 to 10
4. Meals for meeting attendees
5. Miscellaneous expenses

## **II. Approved Budget for the Contract**

The Approved Budget for the Contract is **ONE HUNDRED THIRTY-ONE THOUSAND NINE HUNDRED FORTY PESOS (₱131,940.00)** inclusive of all government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget

## **III. 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.

## **IV. Contact Person**

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