

TERMS OF REFERENCE

Product Audit in the affected Areas of Oil Spill in Oriental Mindoro March 26-30, 2023

I. Objectives:

1. Conduct product audit on the destination and hold an assembly with the invited tourism officers and stakeholders for exchanging market updates.
2. Launch new tourism circuit that will promote existing attractions and support economic recovery
3. Regain confidence to the tourism industry in Philippine destinations
4. Convene a meeting with local tourism officers and tourism key players through rapid assessment of new and alternate emerging products
5. Contribute to improvement of management plans for the tourism products in MIMAROPA

II. Scope of Service:

The service provider should be able to provide the transportations, transfers and meals with the following specifications:

1. Service Provider should be a DOT-Accredited Tour Operator
2. Inclusive Date: March 26-30, 2023
3. Amenable to send-bill arrangement/government procedure
4. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
5. Tour Operator must be based in the MIMAROPA Region

Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate
5. DTI/SEC Permit

Note: All documentary requirements and proposal shall be sent via e-mail at: dot4b.bacsecretariat@gmail.com

III. SPECIFIC REQUIREMENTS

The following are the specific requirements to be delivered for the product audit that will be conducted, *to wit:*

Transportation

- Air-conditioned tourist transport van with stored supplies of face mask, alcohol (sanitation kits) and first aid kit;
- Drivers must conform to the following itinerary:
- Whole day rental of one (1) unit of van to travel within Oriental Mindoro (March 26-30, 2023)

Meals

- Should be able to provide AM, Lunch and PM snacks for twenty-five (25) pax during the meeting (March 27, 2023)
- With free flowing coffee/tea and water during the training

Training Venue

- Venue should be able to accommodate a maximum of 25 pax giving due consideration to the minimum health and safety protocols
- Whole day rental of venue on March 27, 2023 in Calapan City
- Venue should be able to provide basic sound system, PA system with free use of LCD projector and extension cords

IV. APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is **Eighty Thousand Pesos Only (₱80,000.00)** inclusive of taxes and fees.

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.

V. 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.

Contact Person: Ms. Jay S. De Guzman
Tourism Development Division, DOT MIMAROPA
09171378529
tdd.mimaropa@gmail.com / jsdeguzman@tourism.gov.ph