

## **TERMS OF REFERENCE**

**I. NAME OF PROJECT:** Service Arrangements for Post Tour of DOT MIMAROPA on the Central Philippines Tourism Expo (CPTEEx) 2023

**II. IMPLEMENTATION:** June 20 - 24, 2023

**III. OBJECTIVE:**

To market and promote the MIMAROPA Region for domestic and inbound tourists 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 Palawan Province
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 - June 20 - 24, 2023**

**- Van Rental (2 Units) 5 days**

- Whole day
- Must be flexible on schedule in case of changes; and
- Driver must be fully vaccinated

**- Roundtrip Airfare for 3 – Manila – Puerto Princesa City - Manila**

- June 20, 2023 – 11:40AM – 1:10PM
- June 24, 2023 – 10:00AM – 11:35AM

**Yolanda B. Cabigao** (Nov. 21, 1963)

**Reynaldo P. Gabriel Jr.** (Oct. 21, 1987)

**Roberto P. Alabado III** (November 10, 1970)

**- Roundtrip Airfare for 5 - Iloilo – Cebu – Puerto Princesa City – Cebu – Davao**

- June 20, 2023 – 9:15AM – 10:15AM and 1:35PM – 3:00PM
- June 24, 2023 – 3:30PM – 4:50PM and 5:20PM – 6:25PM

**List to follow**

**- Roundtrip Airfare for 4 - Tuguegarao – Manila - Puerto Princesa City – Manila – Tuguegarao**

- June 20, 2023 – 12:45PM – 6:15PM
- June 24, 2023 – 7:35AM – 12:15PM

**List to follow**

- **Airfare for 1 – Manila - Puerto Princesa City and Manila – Tuguegarao**
    - June 20, 2023 – 11:40AM – 1:10PM
    - June 24, 2023 – 7:35AM – 12:15PM
- Ms. Rose V. Rillon (June 8, 2000)**

**Boat Hire**

- Honda Bay Tour
- Puerto Princesa Subterranean River

**Accommodation – June 20 - 24, 2023**

- **Seven (7)** twin sharing rooms; and
- Hotel must be DOT-Accredited.

**Meals – June 20 - 24, 2023**

- Meals for 15 pax on 5 days

**B2B Matching Activity - June 22, 2023**

- Venue and meals (PM Snack and Dinner) for 25 pax

**Tour Guide – June 20 – 24, 2023**

- For two groups (2 pax)

**MIMAROPA Products for tokens – June 24, 2023**

- Palawan Product Tokens for 15 pax

**VI. BUDGET**

The total budget allocation is **SIX HUNDRED NINETY-EIGHT THOUSAND FIFTY-EIGHT PESOS (₱698,058.00)** inclusive of all applicable taxes.

**VII. DOCUMENTARY REQUIREMENTS**

1. Mayor's Permit
2. PhilGEPS Certification (Preferably Platinum Member)
3. Duly notarized Omnibus Sworn Statement
4. Sec or DTI permit with ITR
5. Accreditation Certificate

The winning bid 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.

Contact Person: Mr. Reynaldo Gabriel Jr.  
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