

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### **BAGANI: WARRIORS PHILIPPINE MIDDLE REALM**

Host Agency: DEPARTMENT OF TOURISM - MIMAROPA

Date / Location: June 27-28, 2023 / Manila

### II. PROJECT RATIONALE AND OBJECTIVES

To showcase the MIMAROPA Cultural Dance its diversity and uniqueness during Department of Tourism's 50<sup>th</sup> Anniversary in Manila Hotel Tent City

### III. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be **PHILGEPS REGISTERED**
- Must **have experience providing services to DOT and other government agencies**
- Located in Metro Manila &/or Palawan
- Must be willing to provide services on a **send bill arrangement**
- Must comply with the detailed services specified in **Item V of the TOR**

### IV. DOCUMENTARY REQUIREMENTS FOR TRAINING/SERVICE PROVIDER

- Current Mayor's / Business Permit / BIR Certification (*for individual*)
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- DOT Accreditation
- Registration Certificate from SEC or DTI
- Omnibus Sworn Statement
- Income / Business Tax Return

*All bid documents shall be submitted to: dot4b.bacsecretariat@gmail.com*

### V. SCOPE OF WORK/SPECIFICATIONS

#### A. Transportation

##### A.1 Van Rental

Two (2) units of air-conditioned van (at least 12-seater) with stored supplies of face mask, alcohol and first aid kit to conform for the following dates and itinerary:

✚ June 27, 2023:

-Ninoy Aquino International Airport to Hotel in Manila

-Hotel to Manila Hotel Tent City and vice versa

✚ June 28, 2023: Hotel to Ninoy Aquino International Airport

## **A.2 Airfare**

Should be able to provide Roundtrip flight ticket with 20 kgs baggage allowance per pax to PPS-MNL-PPS for eleven (11) pax with the following dates:

✚ June 27, 2023: Puerto Princesa - Manila (7:00AM)

✚ June 28, 2023: Manila - Puerto Princesa (3:00PM)

## **B. Meals**

Provision of Breakfast, Lunch, Dinner for eleven (11) pax on June 27-28, 2023  
Two (2) days

## **C. Accommodation**

✚ Must provide single or twin occupancy room accommodation for June 27-28, 2023 2D1N for eleven (11) pax

✚ Must be DOT-Accredited Accommodation Establishment in along Roxas Boulevard, Manila

✚ Must have a stable WIFI connection

✚ Must have a 24-Hour Security

✚ Must have an In-house restaurant

## **D. APPROVED BUDGET FOR THE CONTRACT**

### **BAGANI: WARRIORS PHILIPPINE MIDDLE REALM**

The Approved Budget for the Contract is **TWO HUNDRED ELEVEN THOUSAND SIX HUNDRED TWENTY PESOS (₱211,620.00)** 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.

## **E. 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.

## **VI. CONTACT PERSON**

### **JAY S. DE GUZMAN**

Tourism Development Division, DOT MIMAROPA

(02) 459-5200 loc. 119

0917-1378529