

TERMS OF REFERENCE

I. PROJECT TITLE

PROCUREMENT OF ROUND TRIP TICKET FOR TISP MIDYEAR RETOOLING AND ASSESSMENT WORKSHOP

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : July 17 to 21, 2023
Location : Tacloban City

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to equip the TISP Training Champions with proper knowledge on current programs and processes to enhance training delivery, facilitation, monitoring as well as reporting through continuing education programs, assess the progress of the implementation of trainings in each region and provide a platform to welcome new members of the regional training champions, establish teamwork and develop camaraderie among each other.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

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

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEP's Registration Number
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement
- Valid DOT Accreditation Certificate

V. SCOPE OF WORK / DELIVERABLES

A. Roundtrip Airfare

No. of Passenger: 3 Adults
Baggage Allowance: 20kg each

July 17, 2023 – Manila to Tacloban (preferably 11:00AM)
July 21, 2023 – Tacloban to Manila (preferably 6:00PM)

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **Sixty-One Thousand Six Hundred Twenty-Nine Pesos (Php 61,629.00)**, inclusive of applicable taxes and fees.

The winning bid shall determine based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VII. PAYMENT PROCEDURE

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.

VIII. PROJECT OFFICER / CONTACT PERSON

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