

## TERMS OF REFERENCE

**I. NAME OF PROJECT:** Tour Operator for the participation of the DOT MIMAROPA to the 34th Philippine Travel Mart 2023

**II. IMPLEMENTATION:** August 31 – September 4, 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 Metro Manila
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 - August 31 – September 4, 2023**

**- Van Rental (1 Unit)**

- Whole day (at least 14 hrs.)
- Must have available sanitary care kits such as face masks, alcohol, tissues, and wet wipes; and
- Driver must be fully vaccinated

**Accommodation – August 31 – September 4, 2023**

- **Eight (8)** twin-sharing rooms (Two Beds);
- Hotel shall be near to SMX Convention / Within Pasay City for easy access to the event; and
- Hotel must be DOT-Accredited.

**Tokens / Giveaways – September 1 – 3, 2023**

- Key Chains, Ref Magnets, and Bookmarks;

**Meals – August 31 – September 4, 2023**

- Meals for the whole duration of the event good for **16 pax** (Lunch and Dinner with AM and PM Snacks)

**VI. BUDGET**

The total budget allocation is **TWO HUNDRED THIRTY-EIGHT THOUSAND THREE HUNDRED FIVE PESOS ONLY (₱238,305.00)**, inclusive of taxes and fees.

## **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.

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