

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### **PUBLICATION/ ADVISORY ON THE LIST OF DOT ACCREDITED TOURISM ENTERPRISES IN MIMAROPA REGION IN MAJOR DAILIES (QR CODE)**

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : October 15, 2023 and December 1, 2023

### II. PROJECT RATIONALE AND OBJECTIVES

It aims to promote and/or campaign for accreditation of tourism enterprises and frontliners and disseminate information to the general public to enable them to patronize DOT Accredited Tourism Enterprise in the MIMAROPA Region.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEP'S REGISTERED**
- B. Must be willing to provide services on a **send bill arrangement**
- C. 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 or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement

### V. SCOPE OF WORK / DELIVERABLES

#### **A. Publication Requirements**

1. Date of posting: **October 15, 2023 and December 1, 2023**
2. Digital Advertorial must be available
3. Advertisement must be posted on the official website and/ or official social media sites.

### VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **One Hundred Sixty Thousand Pesos (Php 160,000.00)**, inclusive of applicable 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.

## 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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