

TERMS OF REFERENCE

I. PROJECT TITLE

Project Title: IAS YEAR-END ASSESSMENT CY 2023

Host Agency: DEPARTMENT OF TOURISM - MIMAROPA

Date / Location: November 8-10, 2023 – Puerto Galera, Oriental Mindoro

II. PROJECT RATIONALE AND OBJECTIVES

1. Performance Evaluation: The assessment of the Internal Auditor's achievements, contributions, and adherence to predetermined goals and objectives. The evaluation will also consider whether the Internal Auditor met or surpassed its objectives, fell behind expectations, or encountered obstacles/challenges during the auditing process.
2. Areas for Improvement: To discuss the areas where the employee can improve, providing constructive feedback and guidance on how to enhance their performance or develop specific skills.
3. Development Opportunities: To discuss potential growth opportunities and professional development initiatives for the Internal Auditors. This may include training programs, workshops, mentoring, or additional responsibilities that can enhance their skills and contribute to their career advancement.
4. Goal Setting for the Upcoming Year: The following are the Key Performance Indicators to measure the performance of the internal audit team

III. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be **PHILGEPS REGISTERED**
- Must **have experience providing training services to DOT and other government agencies**
- Located in Metro Manila &/or Mindoro Oriental
- 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
- 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 units (2) unit of air-conditioned van (at least 12-seater) with stored supplies of face mask, bottled water, alcohol and first aid kit to conform for the following dates:
 - ✚ November 8, 2023: DOT Office, Makati to Batangas Port
 - ✚ November 10, 2023: Batangas Port to DOT Office, Makati
 - ✚ November 8 &10, 2023: Balatero Port to accommodation and vice versa

A.2 Boat Fare and Terminal Fee

Should be able to provide boat transfers with terminal fee with the following dates:

- ✚ November 8, 2023 for Sixteen (16) pax: Batangas Port - Balatero Port
- ✚ November 10, 2023 for Sixteen (16) pax: Balatero Port- Batangas Port

B. Meals

Provision of Meals in Puerto Galera, Oriental Mindoro for the following dates:

- ✚ On-session meals
November 8-9, 2023, Two (2) days
Breakfast, Lunch, Dinner and AM&PM Snacks good for 16 participants
- ✚ Off-session meals
November 10, 2023, One (1) day
Breakfast, Lunch, Dinner for Sixteen (16) pax

C. Use of Conference facility

- ✚ Venue should be able to accommodate a maximum of 20 pax giving due consideration to the minimum health and safety protocols
- ✚ Whole day rental of conference room on November 8-9, 2023 located in Puerto Galera, Oriental Mindoro
- ✚ Venue should be able to provide basic sound system, PA system, microphone with free use of LCD projector and extension cords
- ✚ Must have registration table near the entrance of function room
- ✚ Free flowing coffee/tea and with water dispenser

D. Accommodation

- ✚ Must provide single or twin occupancy room accommodation for November 8-10, 2023 3D2N for Sixteen (16) pax
- ✚ Must be DOT-Accredited Accommodation Establishment in Puerto Galera, Oriental Mindoro
- ✚ Must have a stable WIFI connection

- ✚ Must have a 24-Hour Security
- ✚ Must have an In-house restaurant

E. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **ONE HUNDRED EIGHTY-THREE THOUSAND THREE HUNDRED THIRTY PESOS (₱183,330.00)** 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.

F. 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

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