

TERMS OF REFERENCE

- I. NAME OF PROJECT:** Tour Operator for the participation of the DOT MIMAROPA to the 2nd North Luzon Travel Expo (NLTE) 2023
- II. IMPLEMENTATION:** November 24 – 28, 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 have experience providing services to the DOT and other government agencies
 3. Must be able to provide services on a Send-Bill Arrangement
 4. Must have PhilGEPS Registration.
- V. SCOPE OF WORK/DELIVERABLES:**

Transportation - November 24 – 28, 2023

- Van Rental (1 Unit) – 5 days

- Whole day
- November 24, 2023 – Pick up DOT (8AM) going to CAP Convention Center, Camp John Hay, Baguio City then (6 PM) to Accommodation in Baguio City
- November 25-27, 2023 – Pick up at Accommodation (7 AM) going to Camp John Hay then (8 PM) to Accommodation
- November 28, 2023 – Pick up (12PM) at Accommodation in Baguio City going to DOT Makati
- Must be flexible in case of change of schedules

Accommodation – November 24 - 28, 2023

- **Two (2)** twin-sharing rooms (Two Beds);
- Hotel shall be near to Camp John Hay / Within Baguio City for easy access to the event; and
- Hotel must be DOT-Accredited.

Tokens / Giveaways – November 25 – 27, 2023

- Assorted MIMAROPA Products (80 pcs.)

Meals – November 24 – 28, 2023

- Meals for the whole duration of the event good for **15 pax**
(Lunch and Dinner with AM and PM Snacks)

VI. BUDGET

The total budget allocation is **ONE HUNDRED FORTY-TWO THOUSAND FOUR HUNDRED PESOS ONLY (₱142,400.00)**, inclusive of taxes and fees.

VII. DOCUMENTARY REQUIREMENTS

1. Mayor's Permit
2. PhilGEPS Certification (Preferably Platinum Member)
3. 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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