

TERMS OF REFERENCE

I. PROJECT TITLE

PROCUREMENT OF DOMESTIC ROUND-TRIP AIRLINE TICKETS FOR TISP YEAR-END ASSESSMENT WORKSHOP AND GAWAD TAGAPAGSANAY

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : DECEMBER 4 TO 7, 2023
Location : SOCCSKSARGEN

II. PROJECT RATIONALE AND OBJECTIVES

To provide continuing education for the Training Champions to enhance the quality of training delivery, facilitation and monitoring; To Evaluate the progress and achievements of the trainings carried out throughout 2023 and Recognize the invaluable contributions made by the Regional Offices and Training Champions to the success of this year's human capital development programs.

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**
- 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

Names: Ms. Ma. Ednelliza Balagtas / DOB: October 2, 1998

Ms. Odysseiah Reyes / DOB: October 27, 2000

Ms. Cecil Aranton / DOB: September 2, 1963

December 4, 2023 – Manila to General Santos City (afternoon flight)

December 7, 2023 – General Santos City to Manila (morning flight)

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **SEVENTY – TWO THOUSAND PESOS (Php 72,000.00)**, 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

Name : MA. EDNELLIZA C. BALAGTAS
Email : tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph
Contact No. : 09268563214