

## TERMS OF REFERENCE

- I. NAME OF PROJECT:** Roundtrip Airfare Ticket for the participation of DOT MIMAROPA in the 2<sup>nd</sup> National Surfing Summit (NSS) at Borongan City on December 1-4, 2023
- II. IMPLEMENTATION:** December 1 – 4, 2023
- III. OBJECTIVE:**  
To learn about the latest / updated global surfing trends, best practices in surf community development, youth empowerment through surfing, infrastructure enhancement for sustainable surf tourism, securing accreditations, and the significance of environmental conservation.
- 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 - December 1 and 4, 2023

#### - Roundtrip Airfare (2 pax)

- 1. **Mr. Reynaldo P. Gabriel Jr.**  
Birthdate: **October 21, 1987**

#### **Manila - Borongan**

Date: **December 1, 2023**

ETD: **8:15AM** ETA: **12:00PM**

#### **Borongan - Manila**

Date: **December 4, 2023**

ETD: **12:25PM** ETA: **4:05PM**

- 2. **Ms. Queny Claire B. Cebano**  
Birthdate: **May 27, 2001**

#### **Puerto Princesa City - Borongan**

Date: **November 30, 2023**

ETD: **10:15PM**

ETA: **12:00PM, December 1, 2023**

#### **Borongan to Puerto Princesa City**

Date: **December 4, 2023**

ETD: **12:25PM** ETA: **9:35PM**

## **VI. BUDGET**

The total budget allocation is **SIXTY-TWO THOUSAND FOUR HUNDRED SIXTY-EIGHT PESOS ONLY (₱62,468.00)**, 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.

Contact Person: **Mr. Reynaldo P. Gabriel Jr.**  
DOT MIMAROPA Regional Office  
Mobile ((0916)4693632  
[tdd.mimaropa@gmail.com](mailto:tdd.mimaropa@gmail.com)