

DEPARTMENT OF TOURISM – MIMAROPA
TOURISM DEVELOPMENT DIVISION
TERMS OF REFERENCE
(Ground Handling)

I. PROJECT TITLE

1st Philippine Creative Tourism Congress

Dates of Implementation: December 5 – 8, 2023

II. DOCUMENTARY REQUIREMENTS

1. Mayor's/Business Permit
2. Proof of PhilGEPS Platinum Registration
3. Omnibus Sworn Statement
4. Valid DOT Accreditation Certificate
5. DTI / SEC Registration

III. SPECIFIC REQUIREMENTS

A. Airfare

- Roundtrip airline tickets for 1pax DOT Representatives MNL-BCD-MNL with 20 kgs baggage allowance per pax per way on December 5 – 8, 2023
- Roundtrip airline tickets for 2pax San Jose, Occidental Mindoro Representatives SJI-MNL-BCD-MNL-SJI with 20 kgs baggage allowance per pax per way on December 5 – 9, 2023
- Roundtrip airline tickets for 2pax Palawan Representatives PPS-MNL-BCD-MNL-PPS with 20 kgs baggage allowance per pax per way on December 5 – 8, 2023

B. Accommodation in Bacolod City

- Two (2) twin-sharing rooms for Participants from December 5 – 8, 2023
- One (1) single room for DOT Representative
December 5 – 8, 2023
- Accommodation must be DOT accredited in Bacolod City
- With Breakfast
- Must be within the proximity of the conference venue
- With stable WIFI Connection

C. Accommodation in Metro Manila

- One (1) twin-sharing or Two (2) single rooms from December 8 – 9, 2023

- Accommodation must be DOT accredited in Metro Manila
- With Breakfast
- With Airport transfers
- Must be within the proximity of the airport
- With stable WIFI Connection

IV. APPROVED BUDGET FOR THE CONTRACT

ONE HUNDRED THIRTY-EIGHT THOUSAND FIVE HUNDRED FORTY-EIGHT PESOS and 30/100 (₱138,548.30) inclusive of all applicable taxes and service fees.

V. PROJECT OFFICER/CONTACT PERSON

MARC RAMIRO R. ORTIZ LUIS

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