



TERMS OF REFERENCE

- I. **PROJECT TITLE :** **PROCUREMENT OF BUS RENTAL FOR THE CONDUCT OF THE DOT CELEBRATION OF LOVE**
- II. **DATE/VENUE :** **11 DECEMBER 2023 / PASAY**
- III. **MODE OF PROCUREMENT:** **Small Value Procurement**
- IV. **OBJECTIVE:**

The Department of Tourism aims to conduct a year-end assessment planning activity to serve as a roadmap to evaluate the Department's progress over the past year, identify strengths and areas for improvement, and guide future actions towards greater innovations and new tourism opportunities.

In addition, a cultural night is being planned to celebrate the milestones and accomplishments of the DOT's workforce and provide a platform for the Department to showcase Philippine destinations and traditions, showcase the country's rich heritage, and create a sense of unity among the participants.

V. **MINIMUM REQUIREMENTS:**

- Must be DOT Accredited;
- Must be PhilGEPS registered;
- Must be at least 5 years in the industry;
- Must have PA System with Microphone;
- Must be fully air-conditioned, with professional, experienced, well-trained and courteous drivers in company uniform covered with insurance; and
- Must be willing to provide service in a send-bill arrangement.

VI. **DELIVERABLES:**

***Five (5) 45-seater buses**

Before the program (01:00 PM)

- Point of Origin: Department of Tourism (Makati);

- Destination: Venue (Pasay)

After the Program (12:00AM of the following day)

- Point of Origin: Venue (Pasay)

- Destinations: North and South (Drop-off Points, after the event), as follows:

| Two (2) buses assigned going South | Two (2) buses assigned going North | One (1) bus assigned going East |
|-------------------------------------------|-------------------------------------------|----------------------------------------|
| Suggested Drop Off Points: | | |
| 1. Baclaran | 1. Quiapo | 1. Buendia Taft |
| 2. Longos | 2. Welcome Rotonda | 2. DOT Makati |
| 3. St. Dominic | 3. Centris | 3. Cubao (Gateway) |

| | | |
|------------------------------|-------------------------------|------------------------------|
| 4. SM Bacoor | 4. PHILCOA | 4. Anonas (World City) |
| 5. BDO Imus Bayan | 5. SM Fairview (End Point) | 5. Ligaya (Ayala Feliz) |
| 6. District Mall (End Point) | | 6. Robinsons Metro East |
| | | 7. SM Masinag (End Point) |

Note: Drop-off points may be subject to change upon discussion of the DOT with the winning service provider)

Shall include vehicle standby at the venue (within Pasay City)

VII. TOTAL BUDGET: **PhP97,800.00** including applicable taxes

VIII. TERMS OF PAYMENT:
Government procedure and subject to appropriate government taxes.

IX. CONTACT PERSONS:

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