

TERMS OF REFERENCE

- I. NAME OF PROJECT:** Service Arrangements for Participation of the DOT MIMAROPA to the Travel Tour Expo (TTE) and Philippine International Dive Expo (PHIDEX) on February 2024
- II. IMPLEMENTATION:** February 2 – 4 and 23 - 25, 2024
- III. OBJECTIVE:**
To market and promote the MIMAROPA Region for domestic and inbound tourist showcasing the Philippine dive attractions and the latest dive 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:**

Accommodation – February 1 - 5, 2024

- Room for 10 pax (Twin Sharing);
- Hotel shall be near to SMX Convention Center / Within Pasay City for easy access to the event; and
- Hotel must be DOT-Accredited.

Accommodation – February 22 - 25, 2024

- Room for 2 pax (Twin Sharing);
- Hotel shall be near to World Trade Center / Within Pasay City for easy access to the event; and
- Hotel must be DOT-Accredited.

Meals – February 1 - 5, 2024

- meals for the whole duration of the event good for **20 pax** (Breakfast, Lunch and Dinner)

Meals – February 22 - 25, 2024

- meals for the whole duration of the event good for **3 pax** (Breakfast, Lunch and Dinner)

BUDGET

The total budget allocation is **OTWONE HUNDRED TWO THOUSAND FIVE HUNDRED PESOS ONLY (₱202,500.00)**, inclusive of taxes and fees.

VI. DOCUMENTARY REQUIREMENTS

1. Mayor's Permit
2. PhilGEPS Certification (Preferably Platinum Member)
3. Notarized Omnibus Sworn Statement
4. Sec/DTI permit
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 bid does not exceed the above total budget.

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