

TERMS OF REFERENCE

Lease of Venue for the Launching of the *Pasyar Kita!* Palawan Philippine Experience Program: Culture, Heritage and Arts Caravan *April 8-13, 2024*

I. Objectives:

To showcase the rich cultural heritage of Palawan including its traditions, arts, local delicacies and unique identity of the province. It also aims to promote exceptional offerings of Palawan benefiting its economy, environmental conservation efforts and natural treasures thereby boosting the tourist arrivals for both domestic and international travelers.

II. Scope of Service:

The service provider should be able to provide the transportations, transfers, accommodation, meals, corporate giveaways of participants with the following specifications:

1. Venue should be a DOT-Accredited Accommodation Establishment
2. Inclusive Date: April 8-13, 2024
3. Amenable to send-bill arrangement/government procedure
4. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
5. Accommodation Establishment must be based in the Puerto Princesa City

Documentary Requirements:

1. Mayor's/Business Permit (certified true copy)
2. Proof of PhilGEPS Registration (Preferably with Platinum Registration)
3. Original or certified true copy of duly notarized Omnibus Sworn Statement
4. Valid DOT Accreditation Certificate
5. DTI/SEC Permit
6. BIR Certification and updated Annual ITR

Note: All documentary requirements and proposal shall be sent via e-mail at: dot4b.bacsecretariat@gmail.com

III. SPECIFIC REQUIREMENTS

The following are the specific requirements to be delivered for the activity that will be conducted, *to wit*:

A. Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
 - ✓ April 10-13, 2014, 4D3N (16 pax) for DOT Secretary, Foreign Dignitaries, Congressmen, and other similar rank
 - ✓ April 10-13, 2014, 4D3N (9 pax) for DOT Officials, head of attached agencies, representatives from the national media and airline executives and other similar rank
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant
- Must be near the identified sites to be visited during the event

B. Venue Rental and Meals

- Venue should be able to accommodate a maximum of 150 pax giving due consideration to the minimum health and safety protocols
- Half day rental for welcome reception with AM Snacks to be served during registration and opening program
- Must provide holding area for the delegates
- Venue should be able to provide basic sound system, PA system with free use of LED Wall/ LCD Projector and extension cords
- Welcome line reception/ own performers to welcome the delegates
- Must provide a festive decoration during the event

Note: Menu shall be provided in advance to the project officers

IV. APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is **Four Hundred Twenty-Nine Thousand Pesos (P429,000.00)** inclusive of taxes and fees.

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.

V. PAYMENT SCHEMES

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.

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