

## TERMS OF REFERENCE

### TRANSPORTATION REQUIREMENTS

#### I. PROJECT TITLE

##### MOBILE INSPECTION AND ACCREDITATION PROJECT IN PUERTO PRINCESA CITY AND EL NIDO, PALAWAN

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA  
Date: April 24 to May 1, 2024

#### II. OBJECTIVE

The activity is foreseen to saturate the campaign for DOT Accreditation of tourism enterprises in the said City and Municipality to enable this office to issue a regular DOT Accreditation Certificate.

#### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Tourist Land Transport Operator based in Palawan**
- C. Must be willing to provide services on a **send bill arrangement**
- D. Must comply with the detailed services specified in **Item V of the TOR**

#### IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement
- DOT Accreditation Certificate

#### V. SCOPE OF WORK / DELIVERABLES:

##### A. Transportation (Land):

##### 1. Van Hire

- **April 24, 2024 – One (1) unit of van (1:00PM to 8:00PM)**
  - Inspection of Tourism Enterprises in Puerto Princesa City
  - Vehicle with clean and comfortable seats
  - Preferably 2021 to 2022 model
  - Passengers:
    1. Ms. Jocelle Valera
    2. Ms. Joane Krizzia Delariarte
    3. Mr. Robert Cabalu
    4. Tourism Staff

\*Inclusive of toll fees, fuel, and driver's meals

##### 2. Van Hire

- **April 25 to 26, 2024 – One (1) unit of van (8:00AM to 8:00PM)**
  - Inspection of Tourism Enterprises in Puerto Princesa City
  - Vehicle with clean and comfortable seats
  - Preferably 2021 to 2022 model

- Passengers:
  1. Ms. Jocelle Valera
  2. Ms. Joane Krizzia Delariarte
  3. Mr. Robert Cabalu
  4. Tourism Staff

\*Inclusive of toll fees, fuel, and driver's meals

### 3. Van Hire

- **April 27, 2024 – One** (1) unit of van (8:00AM to 8:00PM)
  - Inspection of Tourism Enterprises in Puerto Princesa City
  - Transfer from Puerto Princesa City to El Nido
  - Vehicle with clean and comfortable seats
  - Preferably 2021 to 2022 model
  - Passengers:
    1. Ms. Jocelle Valera
    2. Ms. Joane Krizzia Delariarte
    3. Mr. Robert Cabalu
    4. Tourism Staff

\*Inclusive of toll fees, fuel, and driver's meals

### 4. Van Hire

- **April 28 to 29, 2024 – One** (1) unit of van (8:00AM to 8:00PM)
  - Inspection of Tourism Enterprises in El Nido
  - Vehicle with clean and comfortable seats
  - Preferably 2021 to 2022 model
  - Passengers:
    1. Ms. Jocelle Valera
    2. Ms. Joane Krizzia Delariarte
    3. Mr. Robert Cabalu
    4. Tourism Staff

\*Inclusive of toll fees, fuel, and driver's meals

### 5. Van Hire

- **April 30, 2024 – One** (1) unit of van (8:00AM to 8:00PM)
  - Inspection of Tourism Enterprises in El Nido
  - Transfer from El Nido to Puerto Princesa City
  - Vehicle with clean and comfortable seats
  - Preferably 2021 to 2022 model
  - Passengers:
    1. Ms. Jocelle Valera
    2. Ms. Joane Krizzia Delariarte
    3. Mr. Robert Cabalu
    4. Tourism Staff

\*Inclusive of toll fees, fuel, and driver's meals

## VI. BUDGET

Budget for the conduct of the event is **Fifty Thousand Five Hundred Pesos (Php50,500.00)**, inclusive of amenities and all government taxes and service charges as defined in this Terms of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

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.

**VII. CONTACT PERSON**

Name : Ms. Jocelle Q. Valera  
Member, BAC Secretariat  
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