

TERMS OF REFERENCE

TRANSPORTATION REQUIREMENTS

I. PROJECT TITLE

MOBILE INSPECTION AND ACCREDITATION PROJECT IN CORON AND BUSUANGA, PALAWAN

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: June 10 to 14, 2024
Location: Municipalities of Coron and Busuanga, Palawan

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPs REGISTERED**
- B. Must be a **Travel and Tour Agency / Tour 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 IV of the TOR**

III. 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

IV. SCOPE OF WORK / DELIVERABLES:

➤ Van Hire

- ✓ Date of Inspection:
 - **June 10, 2024** (One (1) unit of Van)
Pick-up at Busuanga Airport and Inspection of Tourism Enterprises in Coron, Palawan
 - **June 10, 2024** (One (1) unit of Van)
Pick-up at Busuanga Airport and Inspection of Tourism Enterprises in Busuanga, Palawan and Back to Coron Town Proper
 - **June 11 to 13, 2024** (Two (2) units of Van)
Inspection of Tourism Enterprises in Coron, Palawan
 - **June 14, 2024** (One (1) unit of Van)
Transfer from Accommodation to Busuanga Airport
- ✓ Passengers: DOT-MIMAROPA Accreditation Officers and Tourism Office Staff;
- ✓ Vehicle preferably 2021-2023 year model and shall have comfortable leg space;
- ✓ Shall provide transport service within the Municipality of Coron and Busuanga for 8-10 hours/day to DOT MIMAROPA representatives;
- ✓ Shall provide undivided time and service to DOT MIMAROPA on **June 10 to 14, 2024**;

- ✓ Shall provide disinfection kit, first aid kit, driver's meals, fuel and other charges;
and
- ✓ Shall provide non-smoking driver.

V. BUDGET

Budget for the conduct of the event is **Sixty-Eight Thousand Five Hundred Pesos (Php68,500.00)**, 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.

VI. CONTACT PERSON

Name : Ms. Jocelle Valera
Member, BAC Secretariat
Contact numbers : (0995) 904 2717
Email Address : dot4b.bacsecretariat@gmail.com