

TERMS OF REFERENCE

TRANSPORTATION REQUIREMENTS

I. PROJECT TITLE

MOBILE ACCREDITATION PROJECT IN THE PROVINCE OF ORIENTAL MINDORO

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: September 16 to 25, 2024
Location: Province of Oriental Mindoro

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **Tourist Land Transport Operator / Tour Operator based in Mindoro**
- 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:

Transportation Requirements

➤ **Van Hire**

- ✓ Date of Inspection:
 - **September 16 to 19, 2024** (Two (2) units of Van)
Inspection of Tourism Enterprises (TEs) in Puerto Galera, Oriental Mindoro
 - **September 20, 2024** (One (1) unit of Van)
Inspection of TEs in Calapan City and nearby municipalities
 - **September 20, 2024** (One (1) unit of Van)
Inspection of TEs in Calapan City and Travel to Bulalacao, Oriental Mindoro
 - **September 21, 2024** (One (1) unit of Van)
Inspection of TEs in Calapan City
 - **September 21, 2024** (One (1) unit of Van)
Inspection of TEs in Bulalacao, Oriental Mindoro
 - **September 22, 2024** (One (1) unit of Van)
Inspection of TEs in Naujan and Victoria, Oriental Mindoro

- **September 22, 2024** (One (1) unit of Van)
Inspection of TEs in Mansalay and Roxas, Oriental Mindoro
- **September 23, 2024** (One (1) unit of Van)
Inspection of TEs in Pinamalayan, Oriental Mindoro
- **September 23, 2024** (One (1) unit of Van)
Inspection of TEs in Roxas, Oriental Mindoro
- **September 24, 2024** (One (1) unit of Van)
Inspection of TEs in Pinamalayan, and Gloria, Oriental Mindoro then proceed to Calapan City
- **September 24, 2024** (One (1) unit of Van)
Inspection of TEs in Bongabong, and Bansud, Oriental Mindoro then proceed to Calapan City
- **September 25, 2024** (One (1) unit of Van)
Van transfer from Accommodation to Calapan Port

- ✓ Passengers: DOT-MIMAROPA Accreditation Officers and Tourism Office Staff;
- ✓ Vehicle preferably 2020-2023 year model and shall have comfortable leg space;
- ✓ Shall provide transport service within the Province of Oriental Mindoro for 8-10 hours/day to DOT MIMAROPA representatives;
- ✓ Shall provide undivided time and service to DOT MIMAROPA on **September 16 to 25, 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 **Eighty-Two Thousand Five Hundred Pesos (Php82,500.00)**, 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