

TERMS OF REFERENCE

- I. NAME OF PROJECT:** Service Arrangements for Participation of the DOT MIMAROPA to the Central Philippines Expo (CPTEEx) 2024 on July 19 – 21, 2024
- II. IMPLEMENTATION:** July 16 – 22, 2024
- III. OBJECTIVE:**
- ✓ To market and promote the Philippine Regions in the Central Philippines to domestic and international tourists.
 - ✓ Showcase tourism destinations, products, facilities, and services of the Philippine regions.
 - ✓ Create networking opportunities among DOT Accredited tourism stakeholders in the Central Philippines to other regions.
 - ✓ Enhance equitable distribution of income through the identification of potential or existing local products for development.
 - ✓ Boost tourism attractions and activities through the travel and trade expo.
- 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:**
1. **Accommodation – July 18 – 22, 2024**
 - July 18 - 22, 2024 (10 pax) Twin Sharing
 - Hotel must be DOT-Accredited.
 2. **Meals – July 18 – 22, 2024 (Breakfast, Lunch, and Dinner)**
 - July 18 – 22, 2024 – 10 pax (5 days)
 - July 19 – 21, 2024 – 180 pax (3 days) Packed Lunch
 3. **Transportation – Airfare**
 - July 16, 2024 (6 pax)
Manila to Puerto Princesa, Palawan
 - July 18, 2024 (27 pax)
Manila to Puerto Princesa, Palawan

- July 20, 2024 (25 pax)
Manila to Puerto Princesa, Palawan
- July 22, 2024 (8 pax)
Puerto Princesa to Manila

4. **Transportation – Van Hire - July 16 - 22, 2024 (2 Units)**

- July 16 – 22, 2024 - Whole day van hire of 1 unit for 7 days
- July 18 – 22, 2024 - Whole day van hire of 1 unit for 5 days
- July 19 – 21, 2024 - Whole day van hire of 3 units for 3 days

5. **Cargo of Promotional Items/Materials**

- 500 kgs cargo of promotional materials MNL-PPS/PPS-MNL

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total budget allocation is **NINE HUNDRED NINETY-THREE THOUSAND EIGHT HUNDRED PESOS ONLY (₱993,800.00)**, 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.

VII. 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 payment of corresponding penalties and liquidated damages in the amount of ten percent (10%) of the contract price by the winning bidder.

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