

TERMS OF REFERENCE

I. PROJECT TITLE

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

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: 05 to 16 August 2024

II. OBJECTIVE

The activity is foreseen to saturate the campaign for DOT Accreditation of tourism enterprises in the said City and Municipalities 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
- Income / Business Tax Return
- DOT Accreditation Certificate

V. SCOPE OF WORK / DELIVERABLES:

A. Transportation (Land):

1. Van Hire

- **05 August 2024 – Two (2) units of van (12:00PM to 8:00PM)**
 - Airport Pick-up and Inspection of Tourism Enterprises in El Nido
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers: Van 1
 1. Monina V. Rañeses
 2. Jocelle Q. Valera
 3. Mark Leonard Dela Cruz
 - Passengers: Van 2
 1. Michael John A. Nicolas
 2. Ronald S. Bautista
 3. Joane Krizzia M. Delariarte

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

2. Van Hire

- **06 to 08 August 2024 – Three (3) units of van (whole day)**
 - Inspection of Tourism Enterprises in El Nido
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers: Van 1

1. Monina V. Rañeses
2. Mark Leonard Dela Cruz
3. Tourism Staff

- Passengers: Van 2

1. Jocelle Q. Valera
2. Ronald S. Bautista
3. Tourism Staff

- Passengers: Van 3

1. Michael John A. Nicolas
2. Joane Krizzia M. Delariarte
3. Tourism Staff

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

3. Van Hire

- **09 August – Three (3)** units of van (whole day)
 - Inspection of Tourism Enterprises in San Vicente, Port Barton & Taytay
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers: Van 1 (San Vicente)
 1. Monina V. Rañeses
 2. Joane Krizzia M. Delariarte
 3. Tourism Staff
 - Passengers: Van 2 (Port Barton)
 1. Jocelle Q. Valera
 2. Ronald S. Bautista
 3. Tourism Staff
 - Passengers: Van 3 (Taytay to PPC)
 1. Michael John A. Nicolas
 2. Mark Leonard Dela Cruz

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

4. Van Hire

- **10 to 15 August 2024 – One (1)** unit of van (whole day)
 - Inspection of Tourism Enterprises in PPC
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers: Van 1
 1. Cecil V. Aranton
 2. Michael John A. Nicolas
 3. Mark Leonard Dela Cruz
 4. Tourism Staff

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

5. Van Hire

- **10 August 2024 – Two (2)** units of van
 - Inspection of Tourism Enterprises in San Vicente & Port Barton
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers: Van 1 (San Vicente)
 1. Monina V. Rañeses
 2. Joane Krizzia M. Delariarte
 3. Tourism Staff
 - Passengers: Van 2 (Port Barton)

1. Jocelle Q. Valera
2. Ronald S. Bautista
3. Tourism Staff

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

6. Van Hire

- **11 August 2024 – Two (2) units of van**
 - Inspection of Tourism Enterprises in San Vicente & Port Barton with transfer to Puerto Princesa City
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers: Van 1 (San Vicente to Puerto Princesa)
 1. Monina V. Rañeses
 2. Joane Krizzia M. Delariarte
 3. Tourism Staff
 - Passengers: Van 2 (Port Barton to Puerto Princesa)
 1. Jocelle Q. Valera
 2. Ronald S. Bautista
 3. Tourism Staff

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

7. Van Hire

- **12 to 15 August 2024 – Two (2) units of van (whole day)**
 - Inspection of Tourism Enterprises in PPC
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers: Van 1
 1. Monina V. Rañeses
 2. Joane Krizzia M. Delariarte
 3. Tourism Staff
 - Passengers: Van 2
 1. Jocelle Q. Valera
 2. Ronald S. Bautista
 3. Tourism Staff

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

8. Van Hire

- **16 August 2024 – Two (2) units of van**
 - Airport Transfers only from accommodation to PPIA
 - Vehicle with clean and comfortable seats
 - Preferably 2021 to 2022 model
 - Passengers: Van 1
 1. Cecil Aranton
 2. Michael John Nicolas
 3. Mark Leonard Dela Cruz
 - Passengers: Van 2
 1. Monina V. Rañeses
 2. Jocelle Q. Valera
 3. Joane Krizzia M. Delariarte

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

VI. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the conduct of the activity is **TWO HUNDRED FIFTY-TWO THOUSAND PESOS (Php252,000.00)**, inclusive of amenities and all government taxes

and 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. PROJECT OFFICER/CONTACT PERSON

MONINA V. RAÑESES

Senior Tourism Operations Officer

Tourism Regulation Division - DOT MIMAROPA

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