



TERMS OF REFERENCE

I. PROJECT TITLE

MOBILE INSPECTION AND ACCREDITATION PROJECT IN THE PROVINCE OF OCCIDENTAL MINDORO

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: October 9 to 15, 2024
Location: Province of Occidental Mindoro

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEP'S REGISTERED**
- B. Must be a **Tour Operator/ Tourist Land Transport Operator based in Occidental or Oriental 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
- PHILGEP's Registration Number
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

IV. SCOPE OF WORK / DELIVERABLES:

Transportation Requirements

1. Van Hire – **Two (2)** units of van per day

- Inspection of Tourism Enterprises in the Municipality of Abra De Ilog
- Inspection of Tourism Enterprises in the Municipality of Mamburao
- Inspection of Tourism Enterprises in the Municipality of Sablayan
- Inspection of Tourism Enterprises in the Municipality of Santa Cruz
- Inspection of Tourism Enterprises in the Municipality of Rizal
- Inspection of Tourism Enterprises in the Municipality of Calintaan
- Inspection of Tourism Enterprises in the Municipality of San Jose
- Inspection of Tourism Enterprises in the Municipality of Magsaysay
- Two (2) units of van with clean and comfortable seats
- Preferably a van unit with spacious leg room
- Passengers: Team 1
 1. Mr. Michael John A. Nicolas
 2. Mr. Mark Leonard A. Dela Cruz
 3. Tourism Officer/Staff



Team 2

1. Mr. Ronald S. Bautista
2. Mr. Robert S. Cabalu
3. RD Roberto P. Alabado III
4. Tourism Officer/Staff

2. Boat Hire – One (1) unit
 - **October 12, 2024** – Inspection of Island accommodations in Sablayan – 1 boat
3. Date of Inspection:
 - October 9, 2024 (1 day)** in Inspection in Abra de Ilog then proceed to Mamburao for inspection – 2 vans
 - October 10, 2024 (1 day)** Continuation of inspection in Mamburao – 2 vans
 - October 11, 2024 (1 day)** Proceed to Sablayan for inspection – 2 vans
 - October 12, 2024 (1 day)** Continuation of inspection in Sablayan then proceed to San Jose – 2 vans
 - October 13 to 14, 2024 (2 days)** Inspection in San Jose and Magsaysay – 2 vans
 - October 15, 2024 (1 day)** Pick-up and drop off from accommodation to San Jose Airport – 1 van
4. Shall provide transport service within the Province of Occidental Mindoro for 10 hours/day to DOT MIMAROPA representatives.
5. Shall provide undivided time and service to DOT MIMAROPA on **October 9 to 15, 2024**.
6. Shall provide first aid kit, driver's fee, lodge and meals, fuel, toll fees (if applicable), and other charges.
7. Shall provide professional and non-smoking driver.

V. BUDGET

Budget for this procurement is **Sixty Seven Thousand and Five Hundred Pesos (Php 67,500.00)**, 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 : Mr. Michael John A. Nicolas
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