

## **TERMS OF REFERENCE**

**I. NAME OF PROJECT:** Service Arrangements for Central Philippines Expo (CPTEEx) 2024 Post Tours.

**II. IMPLEMENTATION:** July 22 – 24, 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 22 – 23, 2024**
  - July 22 - 23, 2024 (16 pax) Twin Sharing
  - July 22 - 24, 2024 (32 pax) Twin Sharing
  - Hotel must be DOT-Accredited.
2. **Meals – July 22 – 23, 2024 (Breakfast, Lunch, and Dinner)**
  - July 22 – 23, 2024 – 16 pax (2 days)
  - July 22 – 24, 2024 – 32 pax (3 days)
3. **Tour Package**
  - Extended PPUR with City Tour - July 22, 2024 (16 pax)
  - Port Barton Island Hopping Tour - July 22-24, 2024 (16 pax)
  - Narra-Quezon Tour - July 22-24, 2024 (16 pax)
  - With Hotel Pick up/Drop Off and Airport Transfers
4. **Post Tour Kit – July 22, 2024 (48 pax)**
  - Hygiene Kit
  - Tote Bag
  - Tumbler

5. **Miscellaneous**

- Travel Insurance (48 Pax)
- Load allowance for Project Officer (3 Pax)

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The total budget allocation is **FIVE HUNDRED SIXTEEN THOUSAND ONE HUNDRED EIGHTY PESOS ONLY (₱516,180.00)**, inclusive of taxes and fees.

**VII. DOCUMENTARY REQUIREMENTS**

- a. Mayor's Permit
- b. PhilGEPS Certification (Preferably Platinum Member)
- c. Notarized Omnibus Sworn Statement
- d. Sec/DTI permit
- e. 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.

**VIII. 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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