

TERMS OF REFERENCE

I. PROJECT TITLE

MOBILE INSPECTION AND ACCREDITATION PROJECT IN BUSUANGA, CORON AND CULION, PALAWAN

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: October 14 to 22, 2024

II. OBJECTIVE

The activity is foreseen to saturate the campaign for DOT Accreditation of tourism enterprises in the 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 Travel and Tour Agency/Tour Operator**
- 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

- October 14, 2024– Two (2) unit of van (11:00AM to 8:00PM)

Van 1

- Airport Transfer to Coron Town Proper
- Inspection of Tourism Enterprises in Coron
- Vehicle with clean and comfortable seats
- Preferably 2021 to 2022 model
- Passengers: 2 DOT Accreditation Officer and 1 Tourism Staff

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

Van 2

- Airport Transfer to Busuanga Town Proper
- Inspection of Tourism Enterprises in Busuanga
- Vehicle with clean and comfortable seats
- Preferably 2021 to 2022 model
- Passengers: 2 DOT Accreditation Officer and 1 Tourism Staff

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

2. Van Hire

- October 15, 2024– Two (2) unit of van (Whole Day)

Van 1

- Inspection of Tourism Enterprises in Coron
- Vehicle with clean and comfortable seats
- Preferably 2021 to 2022 model
- Passengers: 2 DOT Accreditation Officer and 1 Tourism Staff

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

Van 2

- Inspection of Tourism Enterprises in Busuanga
- Vehicle with clean and comfortable seats
- Preferably 2021 to 2022 model
- Passengers: 2 DOT Accreditation Officer and 1 Tourism Staff

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

3. Van Hire

- October 16, 2024– Two (2) unit of van (Whole Day)

Van 1

- Inspection of Tourism Enterprises in Coron
- Vehicle with clean and comfortable seats
- Preferably 2021 to 2022 model
- Passengers: 2 DOT Accreditation Officer and 1 Tourism Staff

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

Van 2

- Transfer from Busuanga to Coron
- Inspection of Tourism Enterprises in Coron
- Vehicle with clean and comfortable seats
- Preferably 2021 to 2022 model
- Passengers: 2 DOT Accreditation Officer and 1 Tourism Staff

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

4. Van Hire

- October 17 - 20, 2024 – Two (2) unit of van (Whole Day)

Van 1

- Inspection of Tourism Enterprises in Coron
- Vehicle with clean and comfortable seats
- Preferably 2021 to 2022 model
- Passengers: 2 DOT Accreditation Officer and 1 Tourism Staff

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

Van 2

- Inspection of Tourism Enterprises in Coron
- Vehicle with clean and comfortable seats
- Preferably 2021 to 2022 model
- Passengers: 2 DOT Accreditation Officer and 1 Tourism Staff

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

4. Van Hire

- October 21, 2024 – Two (2) unit of van (Whole Day)

Van 1

- Inspection of Tourism Enterprises in Coron
- Vehicle with clean and comfortable seats
- Preferably 2021 to 2022 model
- Passengers: 2 DOT Accreditation Officer and 1 Tourism Staff

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

Van 2

- Inspection of Tourism Enterprises in Culion
- Vehicle with clean and comfortable seats

- Preferably 2021 to 2022 model
- Passengers: 2 DOT Accreditation Officer and 1 Tourism Staff

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

5. Van Hire

- October 22, 2024 – One (1) unit of van

Van 1

- Airport transfer from Coron Town Proper
- Vehicle with clean and comfortable seats
- Preferably 2021 to 2022 model
- Passengers: 3 DOT Accreditation Officers

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

B. Transportation (Boat Hire)

- October 18-19, 2024 – One (1) Boat
Inspection of Island Resorts in Coron
- October 20, 2024 – One (1) Boat
Inspection of Island Resorts in Culion

VI. TERMS OF PAYMENT

Budget for the conduct of the event is **One Hundred Six Thousand Pesos (Php 106,000.00)** inclusive of amenities and all government taxes and charges as defined in this Term 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. CONTACT PERSON

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