



TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

MOBILE INSPECTION AND ACCREDITATION PROJECT IN EL NIDO AND SAN VICENTE, PALAWAN

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: March 3 to 12, 2025
Location: El Nido and San Vicente, Palawan

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **Tour Operator/ Travel and Tour Agency/ 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 IV of the TOR**

III. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPs' 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

➤ **Van Hire**

- ✓ Date of Inspection:
 - **March 3 to 8, 2025** (Two (2) units of Van)
Inspection of Tourism Enterprises (TEs) in El Nido, Palawan
 - **March 9 to 11, 2025** (One (1) unit of Van)
Inspection of TEs in San Vicente, Palawan
 - **March 12, 2025** (One (1) unit of Van)
Transfer from San Vicente to El Nido (Lio) Airport
- ✓ Passengers: DOT-MIMAROPA Accreditation Officers and Tourism Office Staff;
- ✓ Vehicle preferably 2020-2023 year model and shall have comfortable leg space;
- ✓ Shall provide transport service within El Nido and San Vicente for 8-10 hours/day to DOT MIMAROPA representatives;
- ✓ Shall provide undivided time and service to DOT MIMAROPA on **March 3 to 12, 2025**;
- ✓ Shall provide disinfection kit, first aid kit, driver's meals, accommodation, fuel and other charges; and
- ✓ Shall provide non-smoking driver.

V. BUDGET

Budget for the conduct of the event is **One Hundred Eight Thousand Pesos (Php108,000.00)**, 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

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