

TERMS OF REFERENCE

I. PROJECT

Procurement of a Service Provider for the Participation of the Department of Tourism Region IV-A in Kain Na! Food and Travel Festival 2021 Tagaytay Leg.

II. BACKGROUND

Kain Na! Food and Travel Festival 2021 is a food and travel fair organized by the Department of Tourism that aims to generate interest in various food and farm tourism attractions and activities, showcase new and sustainable developments and initiatives in the food tourism scene, provide an immersive overview of the different food and farm tourism experiences in the country and impart new knowledge and create demand for various food tourism products and experiences.

This Tagaytay Leg will be a hybrid edition, a combination of on-ground and online activities. On-ground activities will be held at Ayala Serin Mall in Tagaytay City, Cavite on December 10 – 12, 2021 with Ingress on December 9, 2021. Online activities will be streamed via DOT, Ayala Malls, and WOFEX University Facebook Pages.

III. PROCUREMENT REQUIREMENTS

1. Must be DOT accredited.
2. Must be located in CALABARZON Region.
3. Willing to provide services on a send-bill arrangement.
4. Amenable for date changes.
5. Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units.
6. RT-PCR should be from a DOH-Accredited COVID-19 Testing Facility.

IV. SCOPE OF WORKS/ DELIVERABLES

| PARTICULARS | BREAKDOWN | QUANTITY | REMARKS |
|----------------------------|---|----------|---|
| Meals | Lunch December 10 – 12, 2021 9 pax x 3 days | 27 | |
| | Dinner December 9 – 12, 2021 9 pax x 4 days | 36 | |
| Accommodation | December 9 – 12, 2021 (3 nights accommodation for 7 pax) 1 room, single occupancy 3 rooms, twin sharing | 4 rooms | Inclusive of daily breakfast. DOT-accredited accommodation. |
| Corporate Giveaways | Basket of Local Products | 50 | Products must be sourced out from DOT-accredited farm tourism sites and local food producers of CALABARZON. |
| Others | Booth Styling and Design | | Sustainable materials. |
| | Food Products for Sampling | | Prepared in bite sizes. |
| | Honorarium for Chefs and Presenters | | |
| | RT-PCR | 6 | DOH-accredited testing facility. |

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is One Hundred Fifty-Three Thousand Only (₱153,000.00) inclusive of applicable taxes and fees.

VI. LEGAL DOCUMENTS

1. Copy of Mayor's/Business Permit
2. Income Tax Returns (Annual Income Tax Return of the Preceding tax year) or Business Tax Returns (Value added Tax or Percentage covering the previous six months)
3. Philgeps Registration
4. Omnibus Sworn Statement (OSS)

VII. TERMS OF PAYMENT

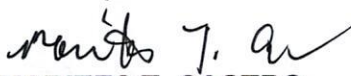
Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

VIII. PROJECT OFFICER/CONTACT PERSON

Prepared by:


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TOO II

Noted by:


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OIC – Regional Director