

TERMS OF REFERENCE

I. NAME OF PROJECT : Service Arrangements for facilitation of the DOT MIMAROPA to the 2020 Marinduque Trade and Media Familiarization Tour for the Marinduque Centennial Celebration

II. IMPLEMENTATION : February 19-22, 2020

II. 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/Government**; and
4. Must be located within the **MIMAROPA Region**.

III. SCOPE OF WORK/DELIVERABLES:

Transportation

- Van Rental
 - Whole day
 - February 19-22, 2020
 - Meals, fuel, and driver's compensation included

Estimated Amount – Php 35,000.00

Accommodation

- Six (6) Twin Rooms, February 19 - 22, 2020 (4 days, 3 nights)
- With complementary buffet breakfast and complementary Wi-Fi internet connection
- Must be a **DOT-accredited accommodation**

Estimated Amount – Php 49,500.00

Meals

- Lunch 10 pax (4 days)
- Dinner 10 pax (4 days)

Estimated Amount – Php 28,000.00

Press Kits

- Ten (10) pcs. each of the following:
 - o Tumbler
 - o Eco Bag
 - o Event T-shirt

Estimated Amount – Php 8,000.00

Miscellaneous

- **300** Php call card

IV. BUDGET

The total budget allocation is **One Hundred Twenty Thousand Eight Hundred Pesos Only (P120,800.00)**, inclusive of taxes and fees.

Deadline of Submission of Quotation is on or before **12:00 nn of February 10, 2020 (Monday)**.

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.

V. DOCUMENTARY REQUIREMENTS

1. Mayor's Permit
2. PHILGEPS Registration Number
3. Annual Income/Business Tax Return or its equivalent
4. Duly Notarized Omnibus Sworn Statement

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