

TERMS OF REFERENCE

I. PROJECT TITLE

MOBILE ACCREDITATION PROJECT IN EL NIDO AND PUERTO PRINCESA CITY, PALAWAN

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: January 25, 2021 to February 4, 2021
Location: Municipality of El Nido and City of Puerto Princesa, Palawan

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPs REGISTERED**
- B. Must be a **Tour Operator based in El Nido or Puerto Princesa City**
- 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 / *BIR Certification (for Individual)*
- 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

IV. SCOPE OF WORK / DELIVERABLES:

Transportation Requirements

1. Van Hire – **Two** (2) units of van per day
 - Inspection of Tourism Enterprises in the Municipality of El Nido
 - Inspection of Tourism Enterprises in the City of Puerto Princesa
 - Two (2) units of van with clean and comfortable seats
 - Preferably 2019 or 2018 model
 - Passengers:
 1. Ms. Cecil V. Aranton
 2. Ms. Ma. Elizabeth C. Viray
 3. Ms. Monina V. Rañeses
 4. Mr. Joseph Gilbert A. Lazaro
 5. Ms. Jocelle Q. Valera
 6. Mr. Michael John A. Nicolas
 7. Ms. Charlotte Monique B. Guerrero
 8. Tourism Officers and Staff of El Nido and Puerto Princesa City
 - Date of Inspection:
January 25 to 29, 2021 in El Nido, Palawan – 2 vans
January 30, 2021 travel from El Nido to Puerto Princesa City in the morning and inspection of tourism enterprises in Puerto Princesa City in the afternoon – 2 vans

- **January 31 to February 3, 2021** in Puerto Princesa City, Palawan
- Shall provide transport service within the Municipality of El Nido and City of Puerto Princesa for 8 hours/day to DOT MIMAROPA representatives.
- Shall provide undivided time and service to DOT MIMAROPA on **January 25 to February 3, 2021**.
- Shall provide disinfection kit, first aid kit, driver's meals, fuel and other charges.
- Shall strictly observe health protocol such as wearing facemask and face shield
- Shall provide non-smoking driver

V. BUDGET

Budget for the conduct of the event is **One Hundred Thirty Thousand Pesos (Php130,000.00)**, 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

Name : Ms. Jocelle Valera
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