

TERMS OF REFERENCE

I. NAME OF PROJECT : Puerto Galera Product Audit
17 – 20 February 2021

II. MINIMUM REQUIREMENTS:

1. Must be a DOT-accredited Tour Operator
2. Must be based in Puerto Galera
3. Must be able to provide services on a Send-Bill Arrangement.

III. SCOPE OF WORK/DELIVERABLES:

Requirements:

1. **Transportation:**
Van Hire - February 17 - 20, 2021
3 units – Whole Day – 4 days
Manila – Batangas – Manila
Puerto Galera
Fully air-conditioned van in good condition
Water Taxi – **2 way** (February 17 and 20, 2021)
2 Units
(with consideration of provisions on health and safety guidelines)
With provision for travel insurance of passengers of van and water taxi
2. **Accommodation: in Municipality of Puerto Galera**
17 to 20 February 2021 (4D3N)
20 Single Rooms

Venue for Meeting of Product Audit - with PM Snack and Dinner
(with consideration of provisions on health and safety guidelines)
40 pax (Digital Projector)
February 19, 2021
3. **Meals:**
Breakfast = 20 pax x 4 days
AM Snack = 20 pax x 4 days
Lunch = 20 pax x 4 days
PM Snack = 20 pax x 3 days
Dinner = 20 pax x 3 days
4. **Others:**
Hygiene Kit (Alcohol, Mask, Wet Wipes and Mosquito Repellant)
Tumbler = 20 pax
Tour = 20 pax
Swab Test = 21 pax

IV. AWARDING OF CONTRACT

The bidders shall be required to submit and present the following documents:

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Latest Income Business Tax Return
4. Draft contract
5. DOT Accreditation Certificate

V. BUDGET

The total budget allocation is **Four Hundred Seventeen Thousand Pesos Only (P417,000.00)**, inclusive of taxes and fees.

VI. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in accordance with the government procedure. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

VII. Contact Person:

Mr. Domenic C. Contreras

DOT MIMAROPA Regional Office

Tel No. (0927) 656 0719 / (0916) 469 3632

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