

TERMS OF REFERENCE

I. PROJECT TITLE

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

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: September 6 to 18, 2021
Location: Municipality of El Nido, San Vicente, Roxas and
Puerto Princesa City, Palawan

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPs REGISTERED**
- B. Must be a **DOT Accredited 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
- 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 Municipality of San Vicente
 - Inspection of Tourism Enterprises in the Municipality of Roxas
 - 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. Mr. Ronald Bautista
 9. Tourism Officers and Staff of El Nido, San Vicente, Roxas and Puerto Princesa City

- Date of Inspection:
 - September 6 to 8, 2021 (3 days)** in El Nido, Palawan – 2 vans
 - September 9 to 10, 2021 (2 days)** travel from El Nido to San Vicente town proper and inspection of tourism enterprises – 1 van
 - September 9 to 10, 2021 (2 days)** travel from El Nido to Port Barton, San Vicente and inspection of tourism enterprises – 1 van
 - September 11, 2021 (1 day)** travel from San Vicente town proper / Port Barton to Roxas, Palawan then to Puerto Princesa City – 2 vans
 - September 12 to 17, 2021 (6 days)** inspection of tourism enterprises in Puerto Princesa City – 2 vans
 - Shall provide transport service within the Municipality of El Nido, San Vicente, Roxas and Puerto Princesa City for 12 hours/day to DOT MIMAROPA representatives.
 - Shall provide undivided time and service to DOT MIMAROPA on **September 6 to 17, 2021**.
 - Shall provide disinfection kit, first aid kit, driver’s meals, fuel, antigen tests, and other charges.
 - Shall strictly observe health protocol such as wearing facemask and face shield
 - Shall provide non-smoking driver
2. Antigen Test – **One (1) pax** (requirement for travel from PPC to El Nido)
- **Mr. Ronald Bautista – DOT Satellite Office Staff**

V. BUDGET

Budget for this procurement is **Two Hundred Ninety Five Thousand Twenty Pesos (Php295,020.00)**, 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
 DOT-MIMAROPA Regional Office
 Contact numbers : (0995) 904 2717
 Email Address : dot4bonline@gmail.com