

TERMS OF REFERENCE

Tourism Live Inventory and Statistics of Tourist Arrivals (TourLISTA) Web App Caravan for Marinduque and Palawan Tourism Enterprises

I. Objectives:

- a. To increase the number of accommodation establishment and tourist attraction users in the TourLISTA web app
- b. To provide technical assistance to tourism enterprises on the basic tourism statistics and the use of TourLISTA web app
- c. To increase the number of arrivals by consolidating timely, reliable and comparable tourism statistics
- d. Establish a rapport with the stakeholders and to come up with a unified date of submission

II. Scope of Service:

The service provider should be able to provide the transportations, transfers, van hire, load cards and meals of participants with the following specifications:

1. Service Provider should be a DOT-Accredited Tour Operator
2. Inclusive Date: Marinduque- August 23-25, 2022
Palawan- August 29 to September 2, 2022
3. Amenable to send-bill arrangement/government procedure
4. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
5. Tour Operator must be based in Metro Manila or MIMAROPA Region

Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

Note: All documentary requirements and proposal shall be sent via e-mail at dot4b.bacsecretariat@gmail.com/ tdd.mimaropa@gmail.com

III. SPECIFIC REQUIREMENTS

The following are the specific requirements to be delivered for the training that will be conducted.

Training Venue

- Each venue should be able to accommodate a maximum of 30 pax giving due consideration to the minimum health and safety protocols, *to wit:*
 - August 23- Boac, Marinduque
 - August 24- Sta. Cruz, Marinduque
 - August 30- Brooke's Point, Palawan
 - August 31- Puerto Princesa City
 - September 1- El Nido, Palawan

- Venue should be able to provide basic sound system, PA system with free use of LCD projector and extension cords

Meals

- Should be able to provide AM or PM snack of 30 participants during the half day training
- With free flowing coffee/tea during the training
 - August 23- Boac, Marinduque
 - August 24- Sta. Cruz, Marinduque
 - August 30- Brooke's Point, Palawan
 - August 31- Puerto Princesa City
 - September 1- El Nido, Palawan

Boat Fare

1. Dalahican Terminal to Talao-Talao Port and vice versa for 2pax (August 23&25, 2022)

Airfare

2. Manila to Puerto Princesa
August 29 for 2 DOT staff with 20kilos baggage allowance
3. El Nido to Manila
September 2 for 2 DOT staff with 20kilos baggage allowance

Transportation

- Air-conditioned van (at least 12-seater) with stored supplies of face mask, alcohol (sanitation kits) and first aid kit;
- Should be able to provide one (1) van to transfer from DOT Office to Lucena and vice versa (August 23&25)
- Should be able to provide one (1) van to transfer from Puerto Princesa to Brooke's Point and vice versa

- Should be able to provide one (1) van to transfer from Puerto Princesa to El Nido

IV. APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is **One Hundred Thirty-One Thousand Pesos Only (P131,000.00)**, inclusive of taxes and fees.

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. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). 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.

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