

TERMS OF REFERENCE
Iloilo – Puerto Princesa Travel Exchange

I. Objectives:

1. Assess and validate the potential viability of Iloilo – Puerto Princesa travel route;
2. Conduct travel exchange and business-to-business matching with the Tour Operators of both provinces for coordinating protocols and exchanging market updates in linking tourism products to other segments of the value chain;
3. Proactively support the reopening of tourist destinations through assessing the implementation of health and safety protocols to encourage and promote safe travel under the new normal to domestic tourists; and
4. Further promote new and emerging products in the region.

II. Scope of Service:

The service provider should be able to provide the transportations, transfers, meals, accommodation and courier with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: October 10 – 14, 2022
- Amenable to send-bill arrangement/government procedure
- 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.
- Tour Operator must be based in Puerto Princesa City, Palawan

B. 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 tdd.mimaropa@gmail.com/ dot4b.bacsecretariat@gmail.com

III. SCOPE OF WORK/DELIVERABLES:

A. Airfare

1. Manila – Puerto Princesa - Manila
 - ✓ October 10 – 14, 2022 for 3 pax with 20kgs baggage allowance each
2. Iloilo – Puerto Princesa – Iloilo
 - ✓ October 10 – 14, 2022 for 22 pax with 20kgs baggage allowance each

B. Transportation (Van Hire)

- Air-conditioned tourist transport van with stored supplies of face mask, alcohol (sanitation kits) and first aid kit;
- Drivers must conform to the following itinerary:
 - ✓ Whole day van rental (10 hours) within Puerto Princesa x 5 vans x 5 days

C. Transportation (Boat Hire)

- Boat rental (Honda Bay and PPUR) x 2 boats x 2 days

D. Off-session Meals

Requirements for meals shall include the following:

- Breakfast, Lunch, AM and PM snacks, and Dinner good for 5 days for twenty-five (25) persons (October 10,11,12 &14, 2022)
- Breakfast and Dinner for twenty-five (25) persons (October 13, 2022)

E. Meals and Venue for B2B

Requirements for meals shall include the following:

- AM Snacks, Lunch, PM Snacks good for fifty (50) persons (October 13, 2022)
- Venue should be able to accommodate a maximum of 50 pax giving due consideration to the minimum health and safety protocols

F. Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
 - ✓ October 10 – 14, 2022 5D4N (25 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

G. Travel and Sanitary Kits

- ✓ Tumbler
Materials: 650ml, Natural bamboo exterior with stainless steel inside, Double wall vacuum insulated, For hot or cold drinks (Good for up to 3 to 6 hours), Spill proof, customized logo, and Eco friendly
- ✓ Drybag
Materials: 500D, Eco-friendly waterproof, PVC tarpaulin, Size: 20 L
- ✓ Sanitary Kit

- Alcohol with 70% Solution (150 ml), Mask (Surgical Face Masks, 5 pcs), Travel Paper Soap, Insect repellent, and wet wipes
- ✓ Local Delicacies and Products

IV. BUDGET

The total budget allocation is **EIGHT HUNDRED THOUSAND PESOS (P800,000.00)**, 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.

VII. 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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