

**TERMS OF REFERENCE**  
**TOUR OPERATOR/GROUND ARRANGEMENTS**  
**FOR THE PHILIPPINES-OPEN GOVERNMENT PARTNERSHIP PROGRAM**

**I. Background**

In 2011, the Philippines, together with Brazil, Indonesia, Mexico, Norway, South Africa, the United Kingdom, and the United States became the founding governments in establishing an international movement for openness called the Open Government Partnership (OGP).

In a nutshell, OGP is a global effort to make governments better. It aims to secure concrete commitments from governments to promote transparency, empower citizens, fight corruption, and harness new technologies to strengthen governance.

With this, the Philippines' Open Government Partnership (PH-OGP) program launched its co-created 5<sup>th</sup> National Action Plan (NAP) in December 2019. The international open government commitments that embody the Plan aim to contribute towards addressing pressing public problems and achieving a people-centered, clean, and efficient delivery of public services, and building a high trust, peaceful and inclusive society.

Under the PH-OGP 5<sup>th</sup> NAP 2020-2022 Commitment: "Strengthening Citizen Participation in Governmental Process", the Department of Tourism (DOT) enrolled in the "Policy Issuance on Local Tourism Development Management" program.

The DOT, in partnership with the Department of the Interior and Local Government (DILG), has committed to review and harmonize existing guidelines and issue an updated Joint Memorandum Circular (JMC) which shall clarify the roles of Civil Society Organizations (CSOs) in the entire planning continuum; and provide the mechanisms for meaningful citizen participation, particularly in local tourism development.

**II. Legal Basis**

Under its pillar of *Malasakit*, the country's continued engagement with the Open Government Partnership (OGP) is identified in the Philippine Development Plan (PDP) 2017-2022's chapter on Ensuring People-Centered, Clean and Efficient Governance as a key strategy to ensure that government policies, programs, and projects are responsive to the needs of the people- which can ultimately lead to restoring the people's trust in the government.

In addition, the country's commitment to citizen engagement is further demonstrated through Executive Order No. 9, issued on December 1, 2016. This Order created the Office of Participatory Governance Cluster within the Cabinet that is mandated to exert all efforts to enhance citizen engagement in governmental processes.

Furthermore, under the Republic Act No. 9593 or the Tourism Act of 2009, the involvement of local government units, in consultation with stakeholders is encouraged through the utilization of their powers under Republic Act No. 7160 or

Local Government Code of 1991, to ensure the preparation and implementation of a tourism development plan.

### III. Deliverables

#### 1. Accommodation

- ❖ Must be DOT Accredited Hotel with a 3-star or above rating
- ❖ Must be located in Tagaytay City
- ❖ All rooms must be inclusive of breakfast, complimentary Wi-fi access as well as in public areas, and drinking water/coffee/tea for 2 nights
- Rate for room @ Php 4,500.00 per room/night
- Room Quantity: **28 twin sharing rooms**
- Number of nights: Two (2) nights
- Check-In: 17 October 2022
- Check Out: 19 October 2022
- Sub-Total Amount: **PhP 252,000.00**
- Single Deluxe Room @ Php 5,000.00 per room/night
- Room Quantity: **4 single occupancy rooms**
- Number of nights: Two (2) nights
- Check-In: 17 October 2022
- Check Out: 19 October 2022
- Sub-Total Amount: **PhP 40,000.00**

#### 2. Venue and Meals

- ❖ Must be a DOT-accredited establishment
- ❖ Must be able to accommodate sixty (60) persons as well as guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)
- ❖ The meeting venue will be used on 18 October 2022 and must include the following services and amenities in the function room:
  - Classroom setup
  - Secretariat table
  - Free-flowing coffee and tea
  - Mint/candies/chips
  - Complimentary conference Wi-fi access
  - AVP system
  - Widescreen Projector
  - 3 wireless microphone
  - Whiteboard, flipchart, marker, and eraser
  - Paper/notepad and pencil
- ❖ Inclusive of meals for 60 pax on:
  - 17 October 2022 – PM snacks
  - 18 October 2022 – Full board (AM/PM Snacks and lunch)
  - 19 October 2022 – AM Snacks
- Sub-Total Amount: **PhP 193,000.00**
- ❖ Buffet Dinner for 18 October 2022
- Sub-Total Amount: **PhP 48,000.00**

### 3. Transportation

- ❖ Must be DOT Accredited Tourist Transport with DOT-accredited van
- ❖ Must provide five (5) units of air-conditioned van to be used on 17 - 19 October 2022
- ❖ Provision of focal person/dispatcher
- ❖ Roundtrip DOT Central Office to hotel transfers and vice versa with the provision of transportation of luggage
- ❖ Inclusive of fuel, applicable toll and parking fees, and professional driver fees and meals
- ❖ Rate of van Php 10,000.00/per day x 3 days
  - Sub-Total Amount: Php 150,000.00

### 4. Roundtrip Domestic Airfare

- ❖ Must be an airline company operating in the Philippines
- ❖ Inclusive of aircraft fuel cost, overfly and navigational fees, rebooking and cancellation fee, ground handling fees, and other logistics required
- ❖ Ticket is rebookable, re-routable and refundable
- ❖ Regular Economy Fare
- ❖ Include Travel Insurance with COVID-19 Provision
- ❖ Include at least 20 KG weight allowance for each passenger
- ❖ Show breakdown of quotation
- ❖ Must be given to selected participants (16 guests) with the following details:

Date of Departure: 17 October 2022		Date of Return: 19 October 2022		
Flight Details	Amount	Computation	Total	Remarks
Legazpi x Manila x Legazpi	12,742.60	12,742.60 x 3 pax	38,227.80	Names of the passenger and flight details to be confirmed
Iloilo x Manila x Iloilo	14,843.40	14,843.40 x 2 pax	29,686.80	
Dumaguete x Manila x Dumaguete	15,048.80	15,048.80 x 1 pax	15,048.80	
Cebu x Manila x Cebu	16,811.60	16,811.60 x 2 pax	33,623.20	
Tagbilaran x Manila x Tagbilaran	15,962.70	15,962.70 x 1 pax	15,962.70	

Tacloban x Manila x Tacloban	17,953.00	17,953.00 x 1 pax	17,953.00	
Zamboanga x Manila x Zamboanga	15,684.50	15684.50 x 1 pax	15,684.50	
Cagayan de Oro x Manila x Cagayan de Oro	15,841.80	15,841.8 x 1 pax	15,841.80	
Davao Manila x Davao	10,487.10	10,487.10 x 4 pax	41,948.40	

o Sub-Total Amount: Php 223,977.00

Notes:

- Travel and Tour Operator may propose other flight itinerary that must be within the identified travel dates and approved budget for the contract (ABC).
- Payment will be based on the actual tickets issued.

**IV. Others**

- ❖ Inclusive of all applicable taxes, government procedure, and send bill arrangement.

➤ **Approved Budget for Contract: PhP 906,977.00**

**Contact Person:**

   
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**Approved by:**

  
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OIC-Chief

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