

TERMS OF REFERENCE

- I. **BIDDER** : Service Provider
- II. **PROJECT TITLE** : Strategic Planning Workshop for Wellness Tourism Program
- III. **PROJECT DATE** : October 17 to 21, 2022

IV. MINIMUM REQUIREMENTS

- Must be accredited by the DOT
- Must be willing to provide services on send-bill arrangement

V. SCOPE AND WORK DELIVERABLES

- Provide the roundtrip transportation;
- Van (inclusive of professional driver fees, driver's accommodation and meals, and applicable toll, parking fees and antigen test);
- Covid Test for the attendees/participants;
- Provision of (20 pax) tokens/giveaways (preferably a wellness items/product) and health and safety kits to the participants.

- A. **Transportation Service Requirements:** Must be DOT Accredited.
- Air-conditioned vehicle, seating capacity for the following: Van: 5-6 seats

Transfer in the following destinations including toll fees, driver, gasoline, meals, accommodation, and antigen test of driver:

Date: October 17 to 21, 2022

No. of Units: Four (4) Unit of Van

Capacity: 5-6 seats

**50% capacity for transportation vehicles in compliance with Covid-19 protocols*

- B. **Covid Test** – RT PCR Test for attendees/participants and invited Wellness Stakeholder

Date: October 14 & October 26, 2022

No. of Pax: Twenty (20)

- C. **Promotional Collateral**

Token/Giveaways

a. Quantity: 20 pieces

b. Particulars: Wellness products/essentials

Health and Safety Kit

a. Quantity: 20 pieces

b. Particulars: Face mask, Facial Tissue, Alcohol, Pouch/Kit

VI. BUDGET

Total budget: **Php379,141.00**

PAYMENT REQUIREMENTS:



- Submission of the following documents upon completion of the project for facilitation of payment:
 - a. Original trip tickets of land transfers (van)
 - b. Copy of the covid test result

The winning bidder 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. CONTACT PERSON

Contact Person : Jeremiah "Miah" Adao
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Approved by:


PAULO BENITO S. TUGBANG, M.D 
Director
Office of Product and Market Development
and Medical Travel and Wellness Tourism

Date: 20 September 2022