

**TERMS OF REFERENCE**  
**Launching of Let's Go Down South Tourism Circuit**  
**November 7-12,2022**

**I. Objectives:**

1. Launch new tourism circuit that will promote existing attractions and support economic recovery
2. Regain confidence to the tourism industry in Philippine destinations
3. Convene local and national tourism key players through familiarization tour of new and emerging products
4. Contribute to improvement of management plans for the tourism products in MIMAROPA

**II. Scope of Service:**

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

**A. General Requirements**

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: November 7-12, 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 the Province of Palawan
- With accredited tour guide for the whole duration of the activity

**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 [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)/ [tdd.mimaropa@gmail.com](mailto:tdd.mimaropa@gmail.com)*

### **III. SCOPE OF WORK/DELIVERABLES:**

#### **A. Airfare**

1. Manila – Puerto Princesa - Manila
  - ✓ November 7 – 12, 2022 for 18 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 South Palawan x 3 vans x 6 days

#### **C. Transportation (Boat Hire)**

- Boat Hire rental for 10 hours x 3 units x 5 days
- Nov. 7-8- NARRA town proper to Isla Arena vv
- Nov. 9-10 Bataraza to Buliluyan vv and Island Hopping
- Nov.11 Quezon town proper to Tabon Cave vv

#### **D. Meals**

Requirements for meals shall include the following:

- Breakfast, Lunch, AM and PM snacks, and Dinner good for 6 days for twenty (20) persons (November 7-12, 2022)

#### **E. Accommodation**

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
  - ✓ November 7-12, 2022 6D5N (20 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

#### **F. Travel and Sanitary Kits**

- ✓ Drawstring Bag
  - Materials: L-19" x W-14", plastic cinch-up backpack, lightweight bag with adjustable two strings, print in full color (silkscreen print)
  - Front: DOT Logo and MIMAROPA Naturally Logo
- ✓ Silicone Collapsible Cup
  - Materials: 350ml, Spill proof, collapsible travel cup made from food-grade silicone, BPA free and FDA approved, customized logo and non-toxic
- ✓ 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 **SEVEN HUNDRED THIRTY-FIVE THOUSAND PESOS (₱735,000.00)**, 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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