

TERMS OF REFERENCE

Busuanga - Clark Tourism Exchange

I. Objectives:

- a) Assess and validate the potential viability of Busuanga-Clark travel route;
- b) Conduct travel exchange and business-to-business matching with the National Tour Operators for coordinating protocols and exchanging market updates in linking tourism products to other segments of the value chain;
- c) 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
- d) 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 collaterals with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: November 18 - 22, 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 NCR or Palawan

B. Documentary Requirements

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

Note: All documentary requirements and proposal shall be sent via e-mail at dot4B.bacsecretariat@gmail.com

III. SCOPE OF WORK/DELIVERABLES:

- **Airfare**

1. Busuanga – Manila – Busuanga

- November 18 and 22, 2022 for 12 pax
- Inclusive of 20kgs check-in baggage allowance

- **Transportation (Coaster Hire)**

- Air-conditioned coaster (at least 20-seater) with stored supplies of face mask, alcohol (sanitation kits) and first aid kit;
- Drivers must conform to the following itinerary:
 - ✓ Whole day coaster rental (10 hours)
 - MNL-CRK-MNL (November 18 & 21, 2022)
 - ✓ Whole day coaster rental (10 hours)
 - Hotel in Manila to NAIA Airport (November 22, 2022)

- **Meals**

Specifications/Inclusions:

- Meals (am, pm snacks and lunch for twenty (20) persons) on November 18, 2022
- Meals (am, pm snacks and lunch for sixteen (16) persons) on November 21 – 22, 2022

- **Debriefing**

- Venue inclusive of pm snacks and dinner for sixteen (16) persons in Manila area on November 21, 2022

- **Accommodation**

Specifications/Inclusions:

- Six (6) twin sharing rooms for 1 night at Hotel in Manila (November 21-22, 2022)

- **Tokens / Souvenirs**

- a) 125 pcs. Customized Bamboo Tumbler
- b) 125 pcs. Customized Canvas Tote Bag
- c) 125 pcs. Customized T-shirt
- d) 125 pcs. Delicacies (cashew)

**Please see Annex A for the detailed design of each collateral*

IV. Budget

Total budget allocation is **FIVE HUNDRED FORTY-FIVE THOUSAND PESOS (P545,000.00)**, 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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“Annex A”

Customized T-shirt

Materials: 100% Cotton - Printing materials used: Silk screen / Vinyl

Front:



Logos:



Bamboo Tumbler

Materials: Laser engraved. Natural bamboo exterior with stainless steel inside. Double wall vacuum insulated. For hot or cold drinks. (Good for up to 3 to 10 hours based on reviews). Spill proof. Eco friendly.



Customized Canvas Tote Bag

Bag dimensions (inches): 16.5in x 17in

Thick cream-colored canvas fabric with zipper. Printed design in front and back of the bag in vinyl or silk screen. With MIMAROPA Naturally logo printed.

Front:



Back:



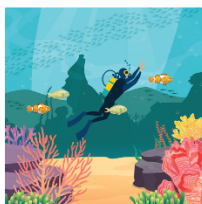
ROMBLON



MARINDUQUE



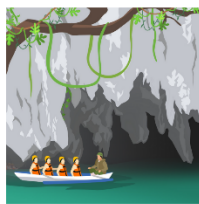
PALAWAN



ORIENTAL
MINDORO



OCCIDENTAL
MINDORO



PUERTO
PRINCESA
CITY

