

TERMS OF REFERENCE

TOURIST SERVICE CENTER AND REST AREA (TSCRA) GROUNDBREAKING CEREMONY AND MOA SIGNING IN PALAWAN

I. BACKGROUND

Republic Act No. 9593, declares tourism as an indispensable element of the national economy and an industry of national interest and importance, which must be harnessed as an engine of socioeconomic growth and cultural affirmation to generate investment, foreign exchange and employment, and to continue to mold an enhanced sense of national pride for all Filipinos.

It is in this manner that the Department is continuously implementing programs activities and projects which will further develop tourism attractions and destinations to ensure a sustainable increase in visits of the traveling public in the country.

Among those projects conceptualized is the installation of tourist rest areas (TRAs) in tourist destinations which have great potential for tourism development. The Tourist Rest Area program is not just about clean restrooms, as it considers the seamless travel and convenience to tourists, job generation to those who will be servicing the rest areas, and promotion of local products coming from surrounding localities.

One of those Municipalities considered for the establishment of a Tourist Rest Area in the Province of Palawan, an emerging tourist site that is foreseen to increase tourist arrivals in the future.

The groundbreaking ceremony and signing of Memorandum of Agreement (MOA) for the installation of TSCRA is scheduled for November 2022. The program is a joint undertaking by the DOT, the TIEZA, and the Local Government Unit (LGU). The final date of the activity proper shall be confirmed.

II. OBJECTIVES

Generally, the groundbreaking aims to launch the TSCRA project in the Province of Palawan. Specifically, the installation of TRA aims to:

- a) improve the overall tourist experience in the identified area;
- b) deliver comfort and ease of travel to tourists and transients traveling to different tourist destinations in the country;
- c) equalize tourism promotion and development not only in the key destinations within the country but also to lesser-known areas that have great potential for tourism development; and
- d) generate job to those who will be servicing the rest areas and promotion of local products coming from surrounding localities.

III. SCOPE OF SERVICE

The service provider should be able to provide the vehicles with drivers for land travel, accommodation, meals and snacks, and meeting venue with the following specifications:

a. General Requirements

- ✓ Service Provider should be a DOT-Accredited Tour Operator
- ✓ Inclusive Date: November 2022 [Exact date to be provided]
- ✓ Amenable to a send-bill arrangement/ government procedure: SOA shall be submitted five (5) working days after the completion of the activity
- ✓ 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 and registered in Region IV-B (MIMAROPA)

b. Documentary Requirements

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

All documentary requirements and proposals shall be sent via e-mail at dot4b.bacsecretariat@gmail.com.

c. Specific Requirements

PARTICULARS	SEND BILL		
	Qty	Unit Price	
Transportation			
Passenger Van (1 for DOT IV B) for 4 days (Day 1 to Day 4)	4	15,000.00	60,000.00
Passenger Van for VVIPs and Other Guest DOT IV-B (Day 3-Event Proper)	3	15,000.00	45,000.00
Passenger Van for Media Personnel (Day 2-4) for 3 days	3	15,000.00	45,000.00
Meals- Event Proper			
Meals	175	1,200.00	210,000.00
Other Services			
Photography and videography services	1	42,000.00	
Accommodation and Meals			
Accommodation for 4 DOT IV-B (MIMAROPA) for 3 nights and 4 days @ 1,100 per day	4	3,330.00	13,320.00
Accommodation for Media Personnel for 2 nights @1,100	10	2,200.00	22,000.00
Meals (DOT IV-B) @ 660/ pax x 3 days x 4 pax	4	660	7,920.00
Honorarium			

Local Performers @1,200/ pax per hour	20	1,200.00	48,000.00
Media Personnel @5000/pax	10	5,000.00	50,000.00
Tarpaulin Printing			
3m x 5m (9.84 ft x 16.40 ft) @75.00/ sqm.	1	12,103.50	12,103.50
Token for VVIP's	35	5,300.00	185,500.00
APPROVED BUDGET FOR THE CONTRACT			698,843.50

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **SIX HUNDRED NINETY-EIGHT THOUSAND EIGHT HUNDRED FORTY-THREE PESOS AND 50/100 CENTAVOS (PhP 698,843.50)**, inclusive of all government taxes and charges.

The winning bid shall be determined based on the most advantageous financial proposal **without** exceeding the approved budget for the contract (ABC) and shall be processed in accordance with existing laws, rules, and regulations.

V. MODE OF PROCUREMENT

The services shall be procured through Small Value Procurement (SVP) under Section 53.9 and Annex "H" of RA 9184 and its Revised Implementing Rules and Regulations (IRR).

VI. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in through a 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 equivalent to ten percent (10%) of the contract awarded to the winning bidder.

VII. CONTACT PERSON

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