

## TERMS OF REFERENCE

### Conduct of Consultations and Focus Group Discussions with Local Government Units and Private stakeholders MIMAROPA Provinces

#### Objectives:

- Conduct consultations with both local government units and private stakeholders on the current and planned developments on identified sites
- Identify existing and new routes in support for the tourism circuit development

#### I. Scope of Service

The service provider should be able to provide the transportation, accommodation, meals, transfers, RT-PCR Test and antigen services, and load cards with the following specifications:

##### A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: February to April 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 MIMAROPA Provinces

##### 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 [tdd.mimaropa@gmail.com](mailto:tdd.mimaropa@gmail.com)*

##### C. Specific Requirements

There will be six (6) scheduled consultations, one for each MIMAROPA Provinces and two for Palawan Province (Mainland and Calamianes Islands). The following are the specific requirements for each schedule that will be conducted.

##### C.1 Transportation to and from destination (Airfare or boatfare)

- Round-trip flight or boat fare from Manila to and from the destination good for two (2) pax for each , with schedule below:

<b>Location</b>	<b>Consultation/FGD</b>
Oriental Mindoro	February 15-17
Occidental Mindoro	February 29-March 3
Marinduque	March 15-17
Romblon	March 29-31
Palawan Mainland	April 5-7
Calamianes	April 26-28

**C.2 Transportation (van and boat rental)**

- Transfers within the provinces
- Air-conditioned van with stored supplies of PPEs
- Drivers must have negative anti-gen test result prior travel; and
- Must conform with the itinerary to be provided

**C.3 Accommodation and Meals**

Twin room accommodation for 2 pax for three days and 2 nights inclusive of meals breakfast, lunch and dinner

**C.4. Venue and meals**

Venue and meals (am or pm snacks) for 25 pax per batch  
One batch in the morning and one in the afternoon

**C.5 Load Card**

- One (1) Php 300.00 load card

**C.6. RT-PCR or AntigenTest**

- RT-PCR or Antigen Test for two (2) pax by a DOH-Accredited Facility (will depend on the LGU requirement)

**II. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **FOUR HUNDRED TWENTY-SEVEN THOUSAND SIX HUNDRED PESOS (Php 427,600.00)** inclusive of all government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

**III. 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.

**IV. CONTACT PERSON**

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