

TERMS OF REFERENCE

Procurement of Travel and Tour Service Operator for the Tourism Development Workshop 2018 09 — 15 DECEMBER 2018 in Davao City

The Tourism Development Workshop (TDVV) is one of the intervention mechanisms of Department of Tourism (DOT) in helping local tourism stakeholders manage and monitor tourism development thru the regional offices. The Workshop started in 2012 and is seen as a valuable venue for knowledge exchanges in terms of organizational guidelines, standards and best practices in the management of the Philippine tourism industry,

The TOW aims to build and develop the organizational and institutional capacities of the DOT — OTDPRIM and regional staff in tourism development planning, policy and statistics. It also seeks to improve the services provided by the DOT Regional offices to the local destinations through the introduction and sharing of standard methodologies and policies, and best practices,

A. HOTEL ACCOMMODATION, TRAINING MEALS AND VENUE

Accommodation Requirements:

- a. Must be DOT — Accredited
- b. Must be willing to provide services on a send-bill arrangement (Government procedure)
- c. Type of Hotel At least three-star rating or equivalent
- d. Inclusions Complimentary breakfast and Wi-Fi connection
- e. Location of Hotel Within Davao City

f Room Breakdown

Requirements	Date	Description	Est. Amount Per Night	Sub Total
3 rooms	09 — 14 December	Twin Sharing Room x 6 nights	P 3,300.00	P 59,400.00
1 room	10 — 14 December	Twin Sharing Room x 5 nights	P 3,300.00	P 16,500.00
38 rooms	10 — 13 December	Twin Sharing Room x 4 nights	P 3,300.00	P 501,600.00

Training Meals and Venue Requirements:

- a. Buffet set-up for all lunches and dinners; plated set-up for AM and PM snacks,
- b. Meals should include Halal prepared food.
- c. Dinner should follow theme prescribed by the proponent (e.g. international, Filipino, Davao popular cuisines)
- d. Meals during the workshop as follows:

Dates	No. of Pax	Description	Est. Amt. Per Pax	Sub Total
09 December 2018	6 pax	Lunch	P 750.00	P 4,500.00
		Dinner	P 750.00	P 4,500.00
10 December 2018	83pax	Buffet set-up Lunch	P 750,00	P 62,250.00
		Plated PM Snack	P300.00	P 24,900.00
		Buffet set-up Dinner	P 750.00	P 62,250.00
11 December 2018	83pax	Plated AM / PM Snacks (P300/snack)	P 600.00	P 49,800.00

		Buffet set-up Lunch	P750.00	P62,250.00
		Buffet set-up Dinner	P 750.00	P 62,250.00
12 December 2018	83pax	Packed AM Snacks	P 300.00	P 24,900.00
		Buffet set-up Dinner	P 750.00	P 62,250.00
13 December 2018	83pax	Plated AM / PM Snacks (P300/snack)	P 600.00	P 49,800.00
		Buffet set-up Lunch	P 750.00	P 62,250.00
		Buffet set-up Dinner	P 750.00	P 62,250.00
14 December 2018	83 pax	Plated AM Snacks	P 300.00	P 24,900.00
	8	Lunch	P750.00	P6000.00
	8	Dinner	P 750.00	P 6,000.00

Function room to accommodate eighty-three (83) persons in round-table set up, a registration table; and a secretariat table.

Other Inclusions:

Item	Quantity	Price/unit	No. of days	Sub Total
Wireless Microphone	4	500.00	4	8,000.00
Flowing Coffee and Tea	1	850.00	4	3,400.00

TOTAL FOR TRAINING VENUE AND MEALS: PHP 1,219,950.00

B. TRANSPORTATION HIRE IN DAVAO

Requirements:

a. Vehicle Type: One (1) Grandia Van and Two (2) 45-seater Bus

03 — 04 December	Grandia van	1 unit	2 days	P3,300.00	P6,600.00
09— 15 December	Grandia van	1 unit	7 days	P3,300.00	P23,100.00
10 — '14 December	45-seater bus	2 units	5 days	P21,000.00	P210,000.00

- b. Must be DOT Accredited
- c. Whole day service (10 hours)
- d. Fully air conditioned
- e. Inclusive of driver (uniformed / presentable / client-courteous), driver meals, fuel, toll fees & parking fees
- f. Includes insurance for passengers onboard
- g. Passengers: DOT representatives, staff and speakers and other participants

TOTAL FOR TRANSPORTATION HIRE: PHP 239,700.00

C. TECHNICAL VISIT AND EVALUATION

Technical Visit to Malagos Garden Resort for 83 persons, the Malagos Garden is one of the most popular attractions in the City of Davao as tourists can experience both nature and adventure at the same time. Also, Malagos can be identified as a farm tourism site as it provides farm to table activities.

Date: 12 December 2018

1. Inclusions:
 - a. Local Tour Guides
 - b. Day tour with bird show
 - c. Buffet lunch
 - d. Plated PM Snack
 - e. Chocolate making
 - f. Chocolate Spa experience
 - g. Use of other recreational facilities and amenities (sky walker, bird feeding and all government charges and entrance fees)

2. Estimated Amount per Person PhP 2,160.00

TOTAL FOR TECHNICAL VISIT EVALUATION: PHP 177,120.00

Budget Breakdown:

PARTICULARS	ESTIMATED AMOUNT
A. Hotel Accommodation, Training Venue and Meals	Php 1,219,950.00
B. Transportation Hire in Davao	Php 239,700.00
C. Technical Feasibility Evaluation	Php 177,120.00

A. Qualifications for Proponents: 1. Must be willing to provide service on a send-bill arrangement (Government procedure)

B. Approved Budget for the Contract:

1. One Million Six Hundred Thirty-Six Thousand Seven Hundred Seventy Pesos (PhP1,636,770.00)
2. Includes all applicable taxes

CONTACT PERSON

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