

## TERMS OF REFERENCE

### Procurement of Tour Operator Services

#### I. Project

Department of Tourism (DOT) – Legal Affairs Service’s (LAS) Seminar on Republic Act No. 9184 or the “Government Procurement Reform Act” on 27-31 March 2023 in Pampanga.

#### II. Purpose / Objective

The Seminar aims to enhance the DOT personnel’s knowledge and familiarize the Project Officers and members of the Bids and Awards Committee and its Secretariat and TWG on the salient provisions of the Government Procurement Reform Act and its Implementing Rules and Regulations as well as other pertinent Government Procurement Policy Board (GPPB) issuances.

For this undertaking, DOT-Legal Affairs Service is in need of a DOT-accredited tour operator to provide arrangements for land transfers, accommodation, meals, and training venue requirements for the seminar.

#### III. Minimum Requirements

1. Must be DOT-accredited.
2. Willing to provide services on a send bill arrangement.
3. Must be PHILGEPS registered.

#### IV. Scope of Deliverables

##### A. Accommodation Requirements

1. Twenty (20) Twin-Sharing rooms
2. One (1) solo room  
Check-in: **27 March 2023**  
Check-out: **31 March 2023**
3. Must be a DOT-accredited hotel/accommodation establishment in Pampanga
4. Free use of hotel amenities and business center
5. Complimentary parking slots for the speaker/participants
6. Open to cancellation of rooms in case the target number of participants is not met.

##### B. Meal Requirements

1. Must provide uniformed and well-trained banquet service personnel and a designated staff to attend to all arrangements;
2. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)

<b>27 March 2023</b>
Dinner for 45 pax at local restaurant
<b>28, 29, and 30 March 2023</b>
Breakfast for 41 pax
Lunch for 45 pax
Dinner for 45 pax
<b>31 March 2023</b>
Breakfast for 41 pax
Lunch/ heavy snacks for 41 pax - packed meal, to be distributed prior to departure in Pampanga

*\*packed meals should include water, juice, or coffee*

##### C. Venue Requirements for the Seminar on 28-30 March 2023

1. Well ventilated and well lighted private function room with stable and fast WiFi connection.
2. From 7:00 am to 7:00 pm.
3. Must be in a classroom set-up which can accommodate 45 persons
4. Must provide a podium.
5. With registration table located at the entrance.

6. One table near the podium reserved for the Resource Speakers and Secretariat.
7. Must provide the following materials:
  - a) At least two (2) units of wireless microphones;
  - b) Basic sound system;
  - c) Projector with HDMI cable;
  - d) Projector screen;
  - e) Laser pointer/clicker;
  - f) Pens and pad papers to participants;
8. Entrance should have alcohol dispenser.
9. Must provide AM and PM snacks for 45 pax;
10. With free-flowing coffee, tea, and mints.

**D. Land Transportation Requirements**

1. Provision of air-conditioned bus with seating capacity of at least 49;
2. Provision of air-conditioned van;
3. Must provide a well-groomed and COVID-19 fully vaccinated driver/s and coordinator/s;
4. Inclusive of driver and coordinator's fees, meals, accommodation, fuel expenses, toll fees, parking fees, and other fees;

27 March 2023
One (1) Bus – DOT Makati to Pampanga ETD: 01:00PM
One (1) Van – Clark Airport to hotel in Pampanga ETD: TBA <i>*To pick-up participants flying-in via Clark Airport</i>
28 to 30 March 2023
One (1) Van – standby to pick-up resource speaker/s from residence/ office to seminar venue
31 March 2023
One (1) Bus – Pampanga to DOT Makati ETD: 10:00AM
One (1) Van – Hotel in Pampanga to Clark Airport ETD: TBA

**V. Total Budget**

The approved budget is **Five Hundred Seventeen Thousand One Hundred Ninety-Seven Pesos (PhP517,197.00)**, inclusive of applicable taxes and other charges.

The payment shall be based on the actual expenses incurred in case target number of participants are not met. Final count of participants will be confirmed a week before the event.

**VI. Contact Persons:**



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**Approved by:**



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