

TERMS OF REFERENCE

TOURIST SERVICE CENTER AND REST AREA (TSCRA) GROUNDBREAKING CEREMONY AND MOA SIGNING IN ROXAS, 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.

In this manner, 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 seamless travel and convenience to tourists, job generation to those who will be servicing the rest areas, and promoting local products coming from surrounding localities.

One of those Municipalities considered 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 the Memorandum of Agreement (MOA) activities for the installation of TSCRA are scheduled for February 17, 2023. 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 in lesser-known areas that have great potential for tourism development; and
- d) generate jobs for those who will be servicing the rest areas and promote 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
- ✓ 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)
- ✓ Date of Implementation: February 2023

b. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of Platinum 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

1. Meals

- Event Proper
 - Meals for 175pax (AM or PM snack with Lunch)
- Pre and Post Event (full meal Breakfast, Lunch and Dinner)
 - 9 pax for 4 days
 - 10 pax for 1 day
 - 11 pax for 2 days

2. Transportation

- Pre-event
 - 1 van x 3days (From PPC to Roxas)
 - 2 vans (From PPC to Roxas)
- During event
 - 6 vans (hotel to venue)
 - 1 van (venue to PPC)
- Post Event
 - 3 vans (Whole day rental)

3. Accommodation

- 9 pax for 4 nights
- 10 pax for 1 night
- 11 pax for 2 nights

4. Airfare

- 8 pax x 2-way Manila-PPC-Manila with 20 kilos baggage allowance (AM flight)

5. Honorarium

- Performers @500/pax for 50 pax
- Emcees @2000/pax for 2 pax
- Mediamen @2000/pax for 10 pax

6. Tarp Printing

- 3m x 5m (9.84 ft x 16.40 ft)

7. Welcome Bouquet

8. Sanitation Kit

- Water, tissue paper, wipes, alcohol, etc.)

9. Communication for Project Officers

APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **SEVEN HUNDRED EIGHTY THOUSAND SIX HUNDRED EIGHTY-THREE PESOS AND 50/100 CENTAVOS (PHP 780,683.50)** 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.

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).

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.

CONTACT PERSON

SHEILA O. PINEDA

Administrative Officer IV
dot4b.bacsecretariat@gmail.com
(02) 82459-5200 loc. 210