

TERMS OF REFERENCE

INVITATIONAL FAMILIARIZATION TOUR IN ORIENTAL MINDORO

Objectives:

1. Regain confidence to the tourism industry in Philippine destinations
2. Cover and further promote the various festivals and its existing and new tourism products thereby contribute to the improvement of management plans for the tourism products in MIMAROPA
3. Conduct product audit on the destination and hold an assembly with the invited stakeholders for coordinating protocols and exchanging market updates
4. Produce articles and social media contents for the different provinces of the region through invited traditional and social media professionals

I. Scope of Service

The service provider should be able to provide the meals, transportations, transfers, accommodation, travel kits, and load card with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: March 20 – 23, 2023
- 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 NCR or Region IVB (MIMAROPA)

B. Documentary Requirements

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

C. Specific Requirements

C.1 Transportation (Van and RoRo)

- Roundtrip Van and Roro transfers from Manila-Calapan-Manila x 3 vans (March 20 – 23, 2023).

C.2 Transportation (Van Rental)

- Air-conditioned van (at least 12-seater) with stored supplies of face mask, face shield, and alcohol (sanitation kits);
- Must conform to the following itinerary: Whole day van rental within Calapan to Puerto Galera vice versa x 4 days x 3 vans

C.3 Meals

- Breakfast, Lunch, Dinner, and AM and PM snacks good for 4 days for twenty-five (25) persons (March 20 – 23, 2023)

C.4 Sanitary Kits

Twenty (20) travel kits containing:

- Tumbler
Materials: 650ml, Natural bamboo exterior with stainless steel inside, Double wall vacuum insulated, For hot or cold drinks (Good for up to 3 to 6 hours), Spill proof, customized logo, and Eco friendly
- Drybag or any similar kind
Materials: 500D, Eco-friendly waterproof, PVC tarpaulin, Size: 20 L
- Sanitary Kit
Alcohol with 70% Solution (150 ml), Mask (Surgical Face Masks, 5 pcs), Travel Paper Soap, Insect repellent, and wet wipes
- Local Delicacies and Products

C.5 Load Card

- One (1) PHP 300.00 load card for the project officer
- One (1) PHP 150.00 load card for the project support

C.6 Accommodation

- Must be DOT-Accredited Accommodation Establishment in Marinduque
- Must provide single or twin occupancy room accommodation for March 20 – 23, 2023 4D3N (20 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **FIVE HUNDRED THIRTEEN THOUSAND FOUR HUNDRED NINETY-FOUR PESOS (P513,494.00)** 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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