

## **TERMS OF REFERENCE**

### **INVITATIONAL FAMILIARIZATION TOUR IN OCCIDENTAL 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: November 14 - 17, 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 MIMAROPA Region

##### **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**

#### **1. Transportation (Airfare)**

- Roundtrip flight ticket with 20 kgs baggage allowance per pax to MNL-SJI-MNL for twenty (20) pax (November 14 - 17, 2023)
- Excess baggage 40kg for Promotional Collaterals (Roundtrip) for one (1) pax

#### **2. Transportation (Van and Boat Rental)**

- Air-conditioned van (at least 12-seater) with stored supplies of face mask, face shield, and alcohol (sanitation kits);
- Whole day boat hire in San Jose and Sablayan
- Each van must have a tarpaulin in front with event title for easy identification
- Must conform to the following itinerary:
  - > Whole day van rental (12 hours) within Occidental Mindoro x 4D x 3 vans
  - > Whole day boat rental (San Jose and Sablayan inclusive of environmental and entrance fees in Apo Reef) x 2 boats

### 3. Meals

- Breakfast, Lunch, Dinner, and AM and PM snacks good for 4 days for twenty-five (25) persons (November 14 - 17, 2023)

### 4. Travel Kit

- 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

### 5. Communication Allowance

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

### 6. Accommodation

- Must be DOT-Accredited Accommodation Establishment in Occidental Mindoro
- Must provide single or twin occupancy room accommodation for the following:
  - > November 14 - 17, 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 **SEVEN HUNDRED THREE THOUSAND ONE HUNDRED SEVENTY PESOS (₱703,170.00)** 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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