

TERMS OF REFERENCE

Advanced Tourism Statistics Training for MIMAROPA Tourism Officers April 24-28, 2023 Puerto Princesa City

I. Objectives:

1. To identify the general visitor profile and travel characteristics in the city or municipal level;
2. To get a sampling mean that would enable the region to make inference on the type of visitors come to the City/ Municipality thru population mean;
3. To find out what attractions are visited by visitors, if they are satisfied with the attractions;
4. To find out how much do they spend for their travel in the City/Municipality;
5. To come up with indicators that can be used to analyze the actual volume of visitor

II. Scope of Service:

The service provider should be able to provide the transportations, transfers, accommodation, meals, training kits of participants with the following specifications:

1. Service Provider should be a DOT-Accredited Tour Operator
2. Inclusive Date: April 24-28, 2023
3. Amenable to send-bill arrangement/government procedure
4. 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.
5. Tour Operator must be based in the MIMAROPA Region

Documentary Requirements

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

Note: All documentary requirements and proposal shall be sent via e-mail at: dot4b.bacsecretariat@gmail.com

III. SPECIFIC REQUIREMENTS

The following are the specific requirements to be delivered for the training that will be conducted, *to wit*:

Airfare/Transportation

- Airfare ticket Manila-Puerto Princesa City-Manila for 7 pax preferably morning or early afternoon flight (April 24 & 28, 2023)
- One (1) unit of van to provide 2-way transportation to and from Airport to accommodation (April 24 & 28, 2023)
- Seven (7) units of van to travel within Puerto Princesa City on April 27, 2023

Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
 - ✓ April 24-28, 2023 5D4N (65 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

Meals

- Should be able to provide AM, Lunch and PM snacks for sixty-five (65) pax during the training (April 25-27, 2023)
- With free flowing coffee/tea and water during the training
- Breakfast, Lunch and Dinner good for 5 days for seven (7) persons (April 24-28, 2023)

Training Venue

- Venue should be able to accommodate a maximum of 65 pax giving due consideration to the minimum health and safety protocols
- Whole day rental of training venue on April 25-27, 2023 in Puerto Princes City
- Venue should be able to provide basic sound system, PA system with free use of LCD projector and extension cords

Training Kit

- 65 pieces of customized shirt
- 65 pieces of canvas eco bag
- 65 pieces of customized notebook and pen

IV. APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is **Seven Hundred Sixty-Five Thousand Six Hundred Pesos Only (₱765,600.00)** inclusive of taxes and fees.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

V. 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.

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