

## TERMS OF REFERENCE

### Meeting of Secretary Christina Garcia Frasco with the Legislators, Local Chief Executives and Tourism Stakeholders of Oriental Mindoro on Measures to Counter Oil Spill Effects

April 10 – 13, 2023 | Puerto Galera, Oriental Mindoro

#### Objectives:

1. To meet Local Chief Executives, Legislators and tourism stakeholders of Oriental Mindoro to discuss measures and actions to counter the effects of the oil spill on the tourism industry
2. To promote Puerto Galera as a dive destination despite the Oil Spill incidence

#### 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: April 10-13, 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 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

###### C.1 Transportation (Van and Water Taxi)

- One (1) unit of air-conditioned van transfers from DOT office, Makati-Berberabe Port, Batangas and vice versa (April 10 and 13, 2023)
- One (1) unit of air-conditioned van transfers from DOT office, Makati-Berberabe Port, Batangas and vice versa (April 11 and 12, 2023)
- One (1) unit of water taxi transfers from Berberabe Port-Puerto Galera and vice versa (April 10 and 13, 2023)
- One (1) unit of water taxi transfers from Berberabe Port-Puerto Galera and vice versa (April 11 and 13, 2023)

### **C.2 Transportation (Van Rental)**

- Two (2) units of 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 Puerto Galera x 4 days x 2 vans

### **C.3 Use of Conference facility**

- Venue should be able to accommodate a maximum of 35 pax giving due consideration to the minimum health and safety protocols
- Whole day rental of conference room on April 12, 2023 in Puerto Galera
- Venue should be able to provide basic sound system, PA system with free use of LCD projector and extension cords

### **C.4 Meals**

- Breakfast, Lunch, and Dinner, good for 4 days for five (5) persons (April 10-13, 2023)
- Breakfast, Lunch, and Dinner, good for 2 days for ten (10) persons (April 11-12, 2023)
- AM and PM Snacks for 35 pax on April 12, 2023

### **C.5 Accommodation**

- Must be DOT-Accredited Accommodation Establishment in Sabang, Puerto Galera
- Must provide single or twin occupancy room accommodation for April 10-13, 2023 4D3N (5 pax)
- Single or twin occupancy room accommodation for April 11-12, 2023 2D1N (10 pax)
- Must have a stable WIFI connection\
- Must have a 24-Hour Security
- Must have an In-house restaurant

### **C.6 Environmental User Fee and Terminal Fee**

- Should be able to provide cost of terminal fee and environmental user fee for 15 pax

## **II. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **TWO HUNDRED FIFTY THOUSAND SIX HUNDRED FIFTY PESOS (P250,650.00)** 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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