

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION

TERMS OF REFERENCE

I. PROJECT TITLE

NATIONAL ACCOMMODATION STANDARDS (NAS) ASSESSMENT IN METRO MANILA

II. PURPOSE/OBJECTIVE

The Office of Tourism Standards and Regulation is in need of a **DOT-Accredited Service Provider (Travel and Tour Agency or Tour Operator)** in the Philippines engaged in the business of arranging accommodation and meals to conduct the **National Accommodation Standards (NAS) Assessment in Metro Manila**.

III. MINIMUM REQUIREMENT FOR SUPPLIERS

- Must be a **DOT-Accredited Service Provider (Travel and Tour Agency or Tour Operator)**
- Must be willing to provide services on a send-bill arrangement, with breakdown of actual expense

DETAILS OF SCOPE OF WORK AND DELIVERABLES FOR LOT 1

A. MEAL REQUIREMENTS

To provide **plated meals with drink** on the following schedules:

DATES	MEAL	NO. OF PAX	TOTAL MEALS	REMARKS
May 30 – June 2, 2023 (4 days)	Breakfast	4 pax	16 meals	3 DOT personnel, 1 Driver
May 30 – June 2, 2023 (4 days)	Lunch	5 pax	20 meals	1 TPA, 3 DOT personnel, 1 Driver
May 30 – June 1, 2023 (3 days)	Dinner	5 pax	15 meals	1 TPA, 3 DOT personnel, 1 Driver
TOTAL			51 meals	

B. TRANSPORTATION REQUIREMENTS

To arrange the following transportation, inclusive of:

- Use of vehicle for 3 days (as indicated in the table or other equivalent vehicle that may accommodate the indicated number of pax with luggage)
- Provision of Gasoline
- Toll Fees and Parking Fees

DATES	PREFERRED VEHICLE	NO. OF PAX (1 TPA and 3 DOT personnel)	REMARKS
May 31 – June 1, 2023	One (1) Van	4 pax (with luggage)	Land transfer within Metro Manila (from one accommodation establishment to another)
June 2, 2023	One (1) Van	4 pax (with luggage)	Drop-off to DOT Central Office from the Accommodation Establishment in Metro Manila

C. APPROVED BUDGET FOR CONTRACT FOR LOT 1

THIRTY-FIVE THOUSAND TWO HUNDRED SEVENTEEN PESOS ONLY
(₱35,217.00)

DETAILS OF SCOPE OF WORK AND DELIVERABLES FOR LOT 2

A. MEAL REQUIREMENTS

To provide plated meals with drink on the following schedules:

DATES	MEAL	NO. OF PAX	TOTAL MEALS	REMARKS
June 6-8, 2023 (3 days)	Breakfast	4 pax	12 meals	3 DOT personnel, 1 Driver
June 6-8, 2023 (3 days)	Lunch	5 pax	15 meals	1 TPA, 3 DOT personnel, 1 Driver
June 6-7, 2023 (2 days)	Dinner	5 pax	10 meals	1 TPA, 3 DOT personnel, 1 Driver
TOTAL			37 meals	

B. TRANSPORTATION REQUIREMENTS

To arrange the following transportation, inclusive of:

- Use of vehicle (as indicated in the table or other equivalent vehicle that may accommodate the indicated number of pax with luggage)
- Provision of Gasoline
- Toll Fees and Parking Fees

DATES	PREFERRED VEHICLE	NO. OF PAX (1 TPA and 3 DOT personnel)	REMARKS
June 6, 2023	One (1) Van	4 pax (with luggage)	Pick-up from DOT Central Office to the Accommodation Establishment in Metro Manila
June 7, 2023	One (1) Van	4 pax (with luggage)	Land transfer within Metro Manila (from one accommodation establishment to another)
June 8, 2023	One (1) Van	4 pax (with luggage)	Drop-off to DOT Central Office from the Accommodation Establishment in Metro Manila

C. APPROVED BUDGET FOR CONTRACT FOR LOT 2

THIRTY-TWO THOUSAND ONE HUNDRED THIRTY-SEVEN PESOS ONLY
(₱32,137.00)

DETAILS OF SCOPE OF WORK AND DELIVERABLES FOR LOT 3

A. ACCOMMODATION REQUIREMENTS

To provide accommodation in a DOT-Accredited Accommodation Establishment within Metro Manila:

CHECK-IN DATES	CHECK-OUT DATES	NO. OF NIGHTS	NO. OF ROOMS	ROOM TYPE	TOTAL PAX
WITHIN MAKATI NEAR CITADINES SALCEDO MAKATI					
May 30, 2023	May 31, 2023	1 night	1 room with breakfast	1 Single occupancy room for DOT Third Party Auditor (TPA)	1 pax
WITHIN ORTIGAS NEAR RICHMONDE HOTEL ORTIGAS AND JOY NOSTALG HOTEL & SUITES					
May 31, 2023	June 2, 2023	2 night	1 room with breakfast	1 Single occupancy room for DOT Third Party Auditor (TPA)	1 pax

B. APPROVED BUDGET FOR CONTRACT FOR LOT 3

THIRTY-THREE THOUSAND FIVE HUNDRED TWO PESOS AND THIRTEEN CENTAVOS ONLY
(₱33,502.13)

DETAILS OF SCOPE OF WORK AND DELIVERABLES FOR LOT 4

A. ACCOMMODATION REQUIREMENTS

To provide accommodation in a DOT-Accredited Accommodation Establishment within Metro Manila:

CHECK-IN DATES	CHECK-OUT DATES	NO. OF NIGHTS	NO. OF ROOMS	ROOM TYPE	TOTAL PAX
WITHIN MAKATI NEAR DISCOVERY PRIMEA MAKATI					
June 6, 2023	June 7, 2023	1 night	1 room with breakfast	1 Single occupancy room for DOT Third Party Auditor (TPA)	1 pax
WITHIN MANILA NEAR ADMIRAL HOTEL MANILA - MGALLERY					
June 7, 2023	June 8, 2023	1 night	1 room with breakfast	1 Single occupancy room for DOT Third Party Auditor (TPA)	1 pax

B. APPROVED BUDGET FOR CONTRACT FOR LOT 4

NINETEEN THOUSAND TWO HUNDRED SEVENTY-ONE PESOS AND SEVEN CENTAVOS ONLY
(₱19,271.07)

IV. TOTAL APPROVED BUDGET FOR CONTRACT FOR LOT 1 TO LOT 4

ONE HUNDRED TWENTY THOUSAND ONE HUNDRED TWENTY-SEVEN PESOS
AND TWENTY CENTAVOS ONLY
(₱120,127.20)

V. TERMS OF PAYMENT

- Payment shall be made to the supplier not less than thirty (30) working days after the project has been completed
- The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account with a breakdown of expenses and other payment documents after the project has been completed
- Payment shall be based on actual expenses incurred but not to exceed the indicated approved budget for contract for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

VI. PROJECT OFFICER/CONTACT PERSON


Ms. JENNIFER B. RUCIO

Standards Development Division, Office of Tourism Standards and Regulation

Trunk Line: (02) 459-5200 to 30 Local 224

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NOTE: The winning bid however, 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.

Approved by


VIRGILIO M. MAGUIGAD, EnP

Director

Office of Tourism Standards and Regulation