

## TERMS OF REFERENCE

**I. BIDDER** : Ground Handling Services for the Site Assessment in Busuanga and El Nido for Coral Expedition

**II. PROJECT DATE** : June 21 to 26, 2023

### III. MINIMUM REQUIREMENTS

- Must be a Manila-based tour operator / ground handler / travel agency accredited by the Department of Tourism (DOT) and registered with the Philippine Government Electronic Procurement System (PhilGEPS)
- Must be willing to provide services on a send bill arrangement

### IV. SCOPE OF WORK/DELIVERABLES

#### A. Transportation

- 1. Domestic Air Tickets** (inclusive of all applicable fees, rebooking option, 20 kg standard check in baggage allowance, and additional baggage allowance for select pax for promotional materials)

No. of Pax	Date	Flight Route	Preferred Flight	Additional Baggage
6 pax	June 21, 2023	MNL to USU	AM	N/A
3 pax	June 23, 2023	USU to MNL	PM	20kg to 1 pax
3 pax	June 23, 2023	USU to ENI	PM	20kg to 1 pax
2 pax	June 24, 2023	MNL to ENI	AM	20 kg to 1 pax
5 pax	June 26, 2023	ENI to MNL via MPH	PM	20kg to 2 pax

- 2. Vehicle Hire / Rental** (inclusive of professional driver's fees, driver's accommodation, if necessary, meals, expressway toll fees, terminal fees, parking fees, fuel, and applicable environmental fees)

Date	No. of Units	Capacity and Route
June 21, 2023	1 Vans	<b>Busuanga Airport to Coron (Pick Up and Drop Off)</b> Passenger Seating Capacity: 6 pax per van
June 23, 2023	1 Van	<b>Coron to Busuanga Port (Pick Up and Drop Off)</b> Passenger Seating Capacity: 6 pax per van
June 23, 2023	1 Van	<b>Within El Nido</b> Passenger Seating Capacity: 3 pax with provision for luggage Rental Period: 6 hours
June 23, 2023	1 Van	<b>Within Metro Manila</b> Passenger Seating Capacity: 2 pax with provision for luggage Rental Period: 6 hours

<b>Date</b>	<b>No. of Units</b>	<b>Capacity and Route</b>
June 24, 2023	1 Van	<b>Airport Transfer (Pick Up and Drop Off)</b> Passenger Seating Capacity: 2 pax with provision for luggage
June 24, 2023	1 Van	<b>Within El Nido</b> Passenger Seating Capacity: 5 pax per van Rental Period: 6 hours
June 25, 2023	1 Van	<b>Within El Nido</b> Passenger Seating Capacity: 5 pax per van Rental Period: 4 hours
June 26, 2023	1 Van	<b>Transfer to El Nido Airport (Pick Up and Drop Off)</b> Passenger Seating Capacity: 5 pax with provision for luggage
June 26, 2023	1 Van	<b>Within Metro Manila</b> Passenger Seating Capacity: 5 pax with provision for luggage Rental Period: 8 hours

## **B. Accommodation**

### **1. Busuanga**

- Must be an accommodation provider (**island resort**) located in Busuanga, Palawan
- Total Number of Pax: 6 pax

<b>No. of Rooms</b>	<b>Room Type</b>	<b>Meals</b>	<b>Check In</b>	<b>Check Out</b>
1	Twin Sharing	Full board	June 21	June 23
4	Single Occupancy	Full board	June 21	June 23

### **2. El Nido**

- Must be an accommodation provider located in Lio, El Nido
- 4-star or similar and accredited by the Department of Tourism (DOT)
- Total Number of Pax: 5 pax

<b>No. of Rooms</b>	<b>Room Type</b>	<b>Meals</b>	<b>Check In</b>	<b>Check Out</b>
3	Single Occupancy	Breakfast	June 23	June 26
1	Twin Sharing	Breakfast	June 24	June 26

### **3. Manila**

- Must be an accommodation provider located in Pasay City
- 4-star or similar and accredited by the Department of Tourism (DOT)
- Total Number of Pax: 4 pax

<b>No. of Rooms</b>	<b>Room Type</b>	<b>Meals</b>	<b>Check In</b>	<b>Check Out</b>
1	Twin Sharing	Breakfast	June 23	June 24
2	Twin Sharing	Breakfast	June 26	June 27

### C. Tour Packages

Must be inclusive of the following:

1. All applicable fees (i.e., environmental fees, marine park fees, etc.)

Date	No. of Pax	Type of Tour
June 22	6	Coron Island Hopping Tour via Private Speedboat
June 25	5	Whole Day Premium Catamaran Tour

### D. Meals

Date	No. of Pax	Meal Requirements
June 21	6	AM snacks, PM Snacks (NAIA, Busuanga)
June 22	6	AM snacks, PM Snacks (Busuanga)
June 23	6	AM snacks, Lunch (Busuanga)
June 23	6	PM Snacks (Busuanga)
June 23	3	Dinner (El Nido)
June 23	2	Dinner (Manila)
June 24	2	AM Snacks (Manila)
June 24	3	AM Snacks (El Nido)
June 24	5	Lunch, PM Snacks, Dinner (El Nido)
June 25	5	AM Snacks, Lunch, PM Snacks, Dinner (El Nido)
June 26	5	AM Snacks, Lunch, PM Snacks (El Nido)
June 26	5	Dinner (Manila)

### V. BUDGET

The total budget for this project is **Php 596,792.00** (Five Hundred Ninety-Six Thousand Seven Hundred Ninety-Two Pesos) inclusive of all applicable taxes and should cover all requirements enumerated above.