

## TERMS OF REFERENCE

### Tourism Product Market Survey in the Province of Palawan July 19-28, 2023

#### I. Objectives:

1. To identify the general visitor profile and travel characteristics in the destination city or municipal level;
2. To measure the market and products that are currently available and how to enhance policy making
3. To find out how much do they spend for their travel in the destination or City/Municipality;'
4. To identify opportunities as well as deficiencies in the current market and product offering;
5. To assess its potential along with the changing environment, market trends, changing preference of consumers and the like

#### 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: July 19-28, 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 activity that will be conducted, *to wit*:

#### **A. Airfare**

- Roundtrip flight ticket to Manila-Puerto Princesa City-Manila for 2 pax  
July 19, 2023: Manila- Puerto Princesa (Morning flight)  
July 28, 2023: Puerto Princesa- Manila (afternoon flight)
- Passenger names:
  1. (MS) Jay De Guzman- November 14, 1992
  2. (MR) Alvin Acosta- January 7, 1998

#### **B. Van hire**

- One (1) unit of van to provide 2-way transportation to and from Airport to accommodation (July 19 & 28, 2023)
- One (1) unit of van to within Puerto Princesa City on July 19- 28, 2023
- One (1) unit of van to travel within San Vicente and El Nido on July 20-21 & 24-25, 2023
- One (1) unit of van to travel within Coron on July 22-23, 2023

#### **C. Boat fare**

- Boat fare from EL Nido to Coron on July 21, 2023 for 1 person
- Boat fare from Coron to El Nido on July 24, 2023 for 1 person

#### **D. Accommodation**

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
  - ✓ July 19-28, 2023 10D9N (1 person) in PPS
  - ✓ July 19-20 & 26-28 for 1 person in PPS
  - ✓ July 20-21 & 24-45, 2023 for 1 person in El Nido
  - ✓ July 21-23,2023 for 1 person in Coron
  - ✓ July 25-26, 2023 for 1 person in San Vicente
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

#### **E. Meals**

- Should be able to provide AM or PM snack, and Lunch for twenty (20) pax during the orientation/training for 2 runs (July 19 and 28, 2023)
- With free flowing coffee/tea and water during the training

#### **F. Training Venue**

- Venue should be able to accommodate a maximum of 20 pax giving due consideration to the minimum health and safety protocols
- Whole day rental of training venue on July 19 & 28, 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

#### **G. Enumerator's Uniform**

- ✓ 40pcs. Customized Jacket/ Vests with pockets
- ✓ 35pcs. Customized ID with Lanyard
- ✓ 35pcs. Customized Drawstring Bag
- ✓ 35pcs. Clipboard with cover

*Please see attached Annex A for the detailed design*

#### **H. Tokens/ Giveaways**

Should be able to provide four thousand (4,000) pieces of assorted tokens to be used during the survey proper:

- ✓ Ballpen
- ✓ Travel Pouch
- ✓ Card holder
- ✓ Travel tag
- ✓ Alcohol
- ✓ Keychains
- ✓ Notebooks

#### **I. Miscellaneous Expense**

Should be able to provide load allowance from July 19-28, 2023 for the project officers:

Project Officer: ₱500

Assistant project officer: ₱300

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

Total budget allocation is **Four Hundred Thirty-Seven Thousand Three Hundred Pesos Only (₱437,300.00)** inclusive of taxes and fees.

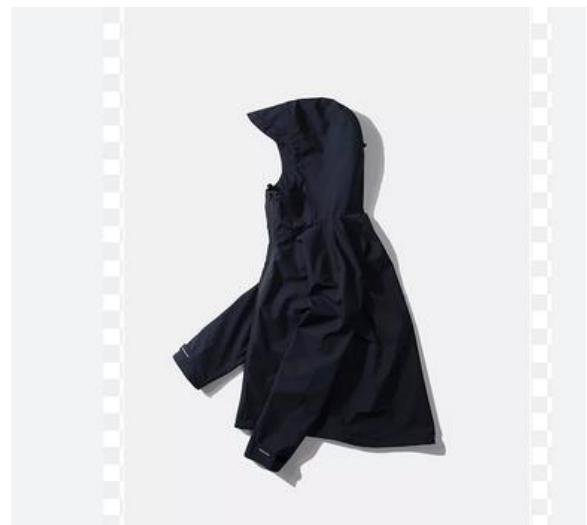
The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

## **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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**Annex A**

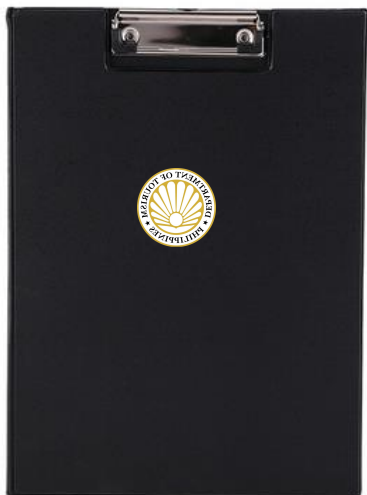


40 pcs. of Customized Jacket with hood preferably one size fits all

35 pcs . Katya Drawstring bag  
with size 10x13 inches



35 pcs. Customized cco Ballpen  
with MIMAROPA logo



LOGOS

