

TERMS OF REFERENCE

- I. **BIDDER:** Ground Handler / Tour Handler
II. **PROJECT TITLE:** **PANEL DISCUSSIONS FOR THE PHILIPPINE TOURISM DIVE**

DIALOGUE WITH WELCOME DINNER AND DIVE FAMILIARIZATION TRIP

Host Agency: Department of Tourism – Office of the Undersecretary for Tourism Regulations, Coordination, and Resource Generation (OUSEC TRCRG)

Date: September 13 - 17, 2023

Location: Cebu City and Mactan Cebu

III. PROJECT RATIONALE AND OBJECTIVES

The Department of Tourism will be hosting series of Panel Discussions for the first Philippine Tourism Dive Dialogue, which aims to engage the relevant partners in the dive industry to discuss current issues and concerns of the industry, including sustainability efforts, safety and standards for scuba diving, marine conservation and protection, market attractiveness, investment opportunities, and promotions. Invited speakers, panelists, and moderators will be provided with economy roundtrip airline tickets. During the event, the DOT-TRCRG will be hosting a welcome dinner and briefing of invited facilitator, moderators, speakers, panelists, DOT Regional Directors, Technical Working Group, and other government officials and VIPs on September 13, 2023. The Office will host a Dive Familiarization Trip for the invited panelists, speakers, and other members of the Technical Working Group in Mactan, Cebu on September 15-17, 2023 for dive product assessment and promotions.

The components of the project are as follows:

- a. Welcome Dinner and Briefing of Participants (September 13)
- b. Hosting of roundtrip domestic economy airline tickets for the Moderators, Speakers, and Panelists
- c. Hosting of Dive Familiarization Trip in Mactan, Cebu (September 15-17)

The DOT-TRCRG, then, requires the services of a tour operator or travel company to provide the services required under Item No. IV of this Terms of Reference - Scope of Work for efficient implementation of this dive dialogue.



IV. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be a **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Establishment located within Cebu Province**
- C. Must be willing to **provide services on a send bill arrangement**
- D. Must submit cost proposal in Philippines Peso inclusive of 12% VAT and all other applicable taxes and charges
- E. Must comply with the detail services specified in **Item IV of the TOR**

DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

- 1. Mayor's / Business Permit
- 2. PHILGEPs Registration Number or Certificate of Platinum Membership
- 3. Latest Income Tax Return
- 4. DOT Accreditation Certificate
- 5. Omnibus Sworn Statement

V. SCOPE OF WORK / DELIVERABLES

A. VENUE FOR THE WELCOME DINNER

The venue must have the following specifications and be inclusive of:

- 1. Number of Attendees: Minimum guaranteed of 60 pax, maximum of 80
- 2. Banquet roundtable setup for the participants and buffet tables
- 3. Venue must be appropriate for formal functions
- 4. Standby waiters must be presentable
- 5. Buffet set-up for 60 persons with one-round of drinks
- 6. Food and beverage requirement:
 - a. Inclusive of free-flowing coffee, tea, and water
 - b. Buffet dinner
 - i. Soup
 - ii. Mixed Vegetables / Vegetable Dish
 - iii. Beef and chicken or fish
 - iv. Dessert
 - v. Rice and pasta
 - vi. No pork
- 7. Sound system with microphone
- 8. General lighting for the duration of the venue rental
- 9. Registration should be near the entrance of the function venue.
- 10. Water dispenser



11. Payment must be based on actual utilization
12. Wi-Fi or Internet Access

Schedule:

September 13, 2023 | 6:00 p.m. to 10:00 p.m.

B. AIRLINE TICKETS

1. Provision of roundtrip economy class domestic airline ticket for moderators, speakers, and panelists from Manila or any destination in the Philippines to Cebu for the Philippine Tourism Dive Dialogue. The following are the requirements for economy class airline tickets:

No. RT Economy Tickets	Route	Departure/Arrival Dates/Time
13	Manila/Cebu/Manila	Sept 13 / Sept. 17
1	Davao/Manila/Davao	Sept 13 / Sept. 17
1	CDO/Manila/CDO	Sept 13 / Sept. 17

2. Luggage Allowance: Each passenger will have a 20 kg check in Baggage per flight/way
3. Only utilized flights must be charged to the DOT in the final billing
4. Must include terminal fees and travel insurance of the passenger
5. No. of Passengers: 15 persons
6. The supplier must present the available flight options which will not exceed the prescribed budget.

C. DIVE FAMILIARIZATION TOUR

1. Date: September 15 - 17, 2023
2. Location: Mactan, Cebu
3. Diving itinerary must include a maximum of Three (3) boat dives with services of dive master, dive guides in Mactan, Cebu (e.g., Olango, Nalusuan, Talima, Hilutungan)
4. Diving with air/nitrox tanks, dive equipment rental (e.g., air tanks, BCDs, booties, weights, fins, masks, regulators, and wetsuits), boat rental, services of dive guides, and all applicable environmental and sanctuary/marine park fees
5. No. of persons: 20 persons
6. Meals and Drinks: Provide full-board meals of the participants - September 15 (dinner only), September 16 & 17 (breakfast, lunch, and dinner). Provide snacks with flowing-coffee, tea, and drinking water during boat dives
7. Accommodation at a DOT/PCSSD accredited property located within Mactan, Cebu: 2-nights room accommodation – 10 rooms for single



occupancy, and 5 for twin sharing, minimum of 3-star dive resort. The resort or hotel must offer scuba diving services, and located within Mactan, Cebu.

Participants / No. of Rooms	Room Type	Check In	Check Out
10 rooms	Single Occupancy	September 15	September 17
5 rooms	Twin Sharing	September 15	September 17


8. Must include all necessary transfers from Mactan airport/Cebu Resort to the identified resort in Mactan, Cebu and vice-versa
9. Availability of First Aid Kits
10. Unutilized rooms and dives, if any, must not be charged to the DOT and excluded from the final billing

VI. BUDGET

The total working budget is **Nine Hundred Ninety-Five Thousand Pesos (PhP995,000.00)**, inclusive of all applicable taxes and should cover all requirements enumerated above.

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.

VII. CONTACT PERSON

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