

TERMS OF REFERENCE

PRODUCT AUDIT OF SELECTED FARM TOURISM SITES

Objectives:

1. To assess the location, services, activities, and establishments of accredited farm tourism camps as well as potential and developing farm tourism camps;
2. To orient stakeholders about the Joint Memorandum Circular 2020-002 between the DOT and DA, specifically the rules and regulations governing the accreditation of farm tourism camps;
3. To consult stakeholders about developing farm tourism in their respective areas and identify common issues and concerns, and
4. To identify peripheral activities and/or destinations within the vicinity of the farm tourism camp for possible inclusion in tourism circuits within the Region.

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: October 24 - 27, 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 NCR or 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

1. Transportation (Airfare)

- Roundtrip flight ticket with 20 kgs baggage allowance per pax to MNL-PPS-MNL for twelve (12) pax (October 24 - 27, 2023)

2. Transportation (Van Rental)

- Two (2) air-conditioned tourist vans with stored supplies of face mask and alcohol
- Each van must have a tarpaulin and van number with event title for identification
- Whole day van rentals (12 hours) within Puerto Princesa City and Aborlan Farm Sites. Refer to the proposed itinerary below:

Day 1 Arrival and Farm visit/assessment

- Javenri Harvest (Brgy. Sta. Cruz)
- FarmBihira (Brgy. Bacungan)
- Farmteach (Brgy. Bacungan)
- Yamang Bukid Farm (Brgy. Bacungan)

Day 2 Meeting and Farm visit/assessment

- AM: Stakeholders' Meeting
- PM: Farm visit/assessment
 - Aloha House (Brgy. Sta. Monica)
 - Mitra's Ranch (Brgy. Sta. Monica)

Day 3 Farm visit/assessment

- The Cabins at La Virginia Farms (Brgy. Sta. Lourdes)
- Gintong Butil Agri-farm (Brgy. San Miguel)

Day 4 Departure

Note: This itinerary is tentative. The Tour Operator may suggest revisions as deemed necessary.

3. Meals

- Breakfast, Lunch, Dinner, and AM and PM snacks good for 4 days for twenty-five (25) persons (October 24 - 27, 2023)

4. Travel Kit

- Twenty-five (25) travel kits containing the following:
 - **Tumbler.** Materials: 650ml, Natural bamboo exterior with stainless steel inside, Double wall vacuum insulated, For hot or cold drinks (Good for up to 3 to 6 hours), Spill proof, customized logo, and Eco friendly
 - **Foldable Umbrella.** Materials: Foldable Automatic umbrella UV Sunscreen protection. Automatic open/close. Black steel ribs. Windproof/windbreaker. Measures: 25.5 inches(65cm), long 35 inches 90cm) in diameter when open. With good sun protection effect, can be used for outdoor leisure.
 - **Sanitary Kit.** Contains alcohol with 70% Solution (150 ml), Sunblock with 50spf, Travel Paper Soap, Insect repellent, and wet wipes
 - **Local Delicacies and Products.** Farm produced products

5. Communication Allowance

- One (1) PHP 300.00 load card for the project officer
- One (1) PHP 150.00 load card for the project support

6. Accommodation

- Must be DOT-Accredited Accommodation Establishment in Puerto Princesa
- Must provide five (5) single and four (4) twin occupancy room accommodation from October 24 to 27, 2023 4D3N
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **FIVE HUNDRED FORTY-TWO THOUSAND SEVEN HUNDRED TWENTY-TWO PESOS AND 55/100 ONLY (P542,722.55)** 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

MARC RAMIRO R. ORTIZ LUIS

Tourism Development Division, DOT MIMAROPA

(02) 8459-5200 loc. 119 | 0917-716-0305