

## **TERMS OF REFERENCE**

### **Philippine Experience Program: Site Validation in Marinduque September 25-29, 2023**

#### **I. Objectives:**

1. To assess the potential sites and conduct a thorough evaluation of the proposed itinerary in Marinduque and consider factors such as cultural, historical, ecological, as well as their economic significance.
2. Collaborate with local communities and stakeholders to ensure their active involvement and representation in the site validation process
3. To verify the authenticity, infrastructure requirements, safety standards, and overall visitor experience potential of selected sites;
4. To develop comprehensive recommendations for each site, outlining potential improvements, development plans, and strategies for preserving cultural and environmental heritage.
5. To assess its potential along with the changing environment, market trends, changing preference of consumers.

#### **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: September 25-29, 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. Valid DOT Accreditation Certificate
5. DTI/SEC Permit
6. Annual Income Tax Declaration

*Note: All documentary requirements and proposal shall be sent via e-mail at: [dot4b.bacsecretariat@gmail.com](mailto: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. Van hire (via RoRo)

- Air-conditioned van (at least 12-seater) with stored supplies of face mask and alcohol (sanitation kits); and
- Round-trip van hire via RoRo for MNL-MRQ-MNL to the ff schedule: September 25 & 29, 2023

#### B. Van Hire (Within Marinduque)

- Air-conditioned van (at least 12-seater) with stored supplies of face mask and alcohol (sanitation kits); and
- Must conform to the following itinerary: September 25 - 29, 2023

#### C. Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
  - ✓ September 25-29, 2023 5D4N (12 pax) in Boac, Marinduque
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

#### D. Meals

- Should be able to provide Breakfast, AM & PM snack, Lunch and Dinner for twelve (12) pax during the site validation and meeting on September 25-27 and 29, 2023
- Should be able to provide AM & PM snack, Buffet Lunch for thirty (30) pax for the Focus Group Discussion (FGD) on September 28, 2023
- Should be able to provide Breakfast and Dinner for twelve (12) pax during the site validation and meeting on September 28, 2023
- With free flowing coffee/tea and water during the training

#### E. Training Venue

- Venue should be able to accommodate a maximum of 30 pax giving due consideration to the minimum health and safety protocols
- Whole day rental of training venue on September 28, 2023 in Boac, Marinduque
- Venue should be able to provide basic sound system, PA system with free use of LCD projector and extension cords

#### **F. Training Materials**

- ✓ 30pcs. Customized Mesh Eco Bag (16x16in)
  - ✓ 30pcs. Customized Dri-Fit Polo Shirt
  - ✓ 30pcs. Customized Ballpen and notebook
  - ✓ 12pcs. Hygiene Kit for 12 pax (Alcohol, Wet Wipes, Tissue, Sunblock)
- Please see attached Annex A for the detailed design*

#### **G. Tokens/ Giveaways**

Should be able to provide:

- ✓ 12pcs. Body Bag for Site Inspection
- ✓ 30pcs. Corporate Jacket

#### **H. Miscellaneous Expense**

Should be able to provide load allowance for 2 project officers

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

Total budget allocation is **Five Hundred Sixty Thousand Eight Hundred Forty-Five Pesos Only (₱560,845.00)** 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.

Contact Person: Ms. Jay S. De Guzman  
Tourism Development Division, DOT MIMAROPA  
09171378529  
[tdd.mimaropa@gmail.com](mailto:tdd.mimaropa@gmail.com) / [jsdeguzman@tourism.gov.ph](mailto:jsdeguzman@tourism.gov.ph)

## ANNEX A

### LOGOS



### Customized Mesh Eco Bag (14x16in)

**dlns**®



**Customized Dri-Fit Polo Shirt**



**Customized Ballpen and notebook**



**FRONT**



**BACK**

**Hygiene Kit for 12 pax (Alcohol, Wet Wipes, Tissue, Sunblock)**



**Body Bag**



**Corporate Jacket**

