

TERMS OF REFERENCE

Tourism Resiliency Training Program
Puerto Princesa City | September 26-28, 2023

Objectives:

- Provide assistance to the establishments affected by TY Odette through capacity building
- Enhancement of capabilities of the stakeholders to be resilient
- Technical assistance to the tourism industry
- Help build a resilient and sustainable tourism industry

I. Scope of Service

The service provider should be able to provide the transportation, accommodation, meals, venue rental, uniform and kits with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: September 25-29, 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 MIMAROPA Provinces

B. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement
5. DOT Accreditation Certificate

Note: All documentary requirements and proposal shall be sent via e-mail at dot4b.bacsecretariat@gmail.com

C. Specific Requirements

C.1 Airfare

- Five (5) round-trip flight from Manila to and Puerto Princesa City for five (5) pax
- September 25 – Manila to Puerto Princesa City
- September 29 – Puerto Princesa City to Manila

C.2 Transportation (within the city)

- Van rental on September 25 and 29, 2023 (1 unit for speakers and facilitators)
- Van rental on September 25 and 28, 2023 (2 units for

- participants)
- Bus rental on September 28, 2023 (1 unit)
- Air-conditioned with stored supplies of PPEs
- Must conform with the itinerary to be provided

C.3 Accommodation

- Room accommodation for 5 pax for 4 nights
- Room accommodation for 50 pax for 3 nights
- Inclusive of breakfast

C.4. Meals outside training proper

- Full board meals for 5 pax on September 25 and 29

C.5. Venue and meals

- Venue and meals (am and pm snacks, lunch and dinner) for 55 pax for 3 days
- Inclusive of use of projector, wide screen, presentation pointer, pen and paper, sound system

C.6. Honorarium

- Honorarium for speakers for 3 days (8 hours per day)
- Honorarium for assistant for 1 day (8 hours)

C.7 Training kit

- One uniform (polo shirt)
- First Aid Kit
- ID and lanyard

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **EIGHT HUNDRED THOUSAND PESOS (Php 800,000.00)** 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

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