

TERMS OF REFERENCE

Procurement of Tour Operator Services

I. PROJECT

DOT-Legal Affairs Service's (LAS) Seminar on Republic Act No. 9184 or the "Government Procurement Reform Act"

II. PURPOSE / OBJECTIVE

The Seminar aims to enhance the DOT personnel's knowledge and familiarize the Project Officers, members of the Bids and Awards Committee (BAC), its Secretariat and TWG on the salient provisions of the Government Procurement Reform Act and its Implementing Rules and Regulations (IRR) as well as other pertinent Government Procurement Policy Board (GPPB) issuances.

The conduct of the seminar is also pursuant to Section 16 of the Implementing Rules and Regulations (IRR) of R.A. No. 9184 which provides that the Hope shall ensure that the BAC, its Secretariat and TWG members, including other relevant procurement personnel are sent to attend procurement training or capacity development program.

For this undertaking, the DOT-LAS is in need of the services of a DOT-accredited Tour Operator to provide arrangements for land transfers, accommodation, meals, and training venue requirements for the seminar.

III. MINIMUM REQUIREMENTS

1. Must be a DOT-Accredited Tour Operator
2. Terms of Payment: Government Procedure / willing to provide services on a send bill arrangement.
3. Must be PHILGEPS registered

IV. DATE AND LOCATION OF THE EVENT

16 to 20 October 2023 in Tagaytay City

Winning bidder must be amenable to change in schedule.

V. NUMBER OF TARGET PARTICIPANTS

Thirty-Five (35) pax including the resource speakers and secretariat

VI. SCOPE OF DELIVERABLES

A. Land Transportation Requirements

1. Provision of one (1) 49-seater air-conditioned bus;
2. Provision of one (1) air-conditioned van;
3. Must provide well-groomed and COVID-19 fully vaccinated driver/s;
4. Must provide one (1) coordinator to assist with logistics, meals and transportation requirements;
5. Inclusive of driver and coordinator's fees, meals, accommodation, fuel expenses, toll fees, parking fees, and other fees;

6. Winning bidder will be provided with the schedule of arrival and departure of organizers and participants;
7. Must be able to secure necessary permits from LGU, if applicable.

16 October 2023
One (1) Bus with well-groomed and fully-vaccinated driver and one (1) coordinator 12:00 NN – DOT Makati to Tagaytay City Hotel 6:00 PM – (Dinner) Hotel to a local restaurant and vice versa
17 to 19 October 2023
One (1) Van with well-groomed and fully-vaccinated driver and one (1) coordinator <ul style="list-style-type: none"> • Daily (for 3 days) pick-up and drop-off of resource speakers from residence or chosen pick-up location within CALABARZON/NCR to venue in Tagaytay City and vice versa; • Standby for needs by the secretariat
20 October 2023
One (1) Bus with well-groomed and fully-vaccinated driver and one (1) coordinator ETD: 11:00 AM– Tagaytay City Hotel to DOT Makati City

B. Accommodation Requirements

1. **Eighteen (18) Twin-sharing rooms**
Check-In – 16 October 2023
Check-Out – 20 October 2023
2. Must be a DOT-accredited hotel/accommodation establishment in Tagaytay City
3. At least a 3-star hotel/accommodation establishment
4. Stable and fast WiFi access
5. Complimentary use of hotel amenities and business center
6. Complimentary parking slots for the speaker/participants
7. Open to cancellation of room booking in case the room will not be occupied
8. Open to special arrangements in case number of participants of the same sex is not met.

C. Function Room with Banquet Services (17 to 19 October 2023)

1. Well ventilated and well lighted private function room with stable and fast WiFi connection for all participants;
2. 3-day use of function room from 7:00 am to 7:00 pm;
3. Provide one (1) coordinator to assist the secretariat with logistics, accommodation, and other meal requirements;
4. Must provide AM and PM snacks for 35 pax;
5. Must be in a classroom set-up which can accommodate 35pax;
6. Must provide a podium;
7. With registration table located at the entrance;
8. One table near the podium reserved for the Resource Speakers and Secretariat;
9. Must provide the following materials:
 - a) At least two (2) units of wireless microphones;
 - b) Basic sound system;
 - c) Projector with HDMI cable;

- d) Projector screen;
- e) Laser pointer/clicker;
- f) Pens and pad papers to participants;
- g) whiteboard, and markers;
- h) outlets/extension cords for laptops;
- 10. Entrance should have alcohol dispenser;
- 11. With free-flowing water, coffee, tea, and mints.

D. Meal Requirements for 35 pax

- 1. Must provide uniformed and well-trained banquet service personnel and a designated staff to attend to all meal arrangements during the seminar proper;
- 2. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.).

16 October 2023 (Ingress)
Lunch (packed lunch to be distributed prior to departure in DOT Makati)
Dinner (at a local restaurant in Tagaytay City)
17, 18, and 19 October 2023 (Seminar Days)
Breakfast
Lunch
Dinner
20 October 2023 (Egress)
Breakfast
Lunch

VII. APPROVED BUDGET OF THE CONTRACT (ABC):

The approved budget is **Five Hundred Twenty-Seven Thousand Six Hundred Ninety-Four Pesos and 01/100 (PhP527,694.01)** inclusive of applicable taxes and other charges.

The payment shall be based on the actual expenses incurred in case target number of participants are not met. Final count of participants will be confirmed a week before the event.

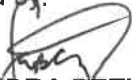
VIII. PROJECT OFFICERS

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