

TERMS OF REFERENCE

Site Visit and Validation (Ground Handling) for Kalayaan Islands, Palawan

Objectives:

1. To assess the location, services, activities, and establishments existing in the Kalayaan Group of Island's (KIG) tourism industry;
2. Conduct of Reef Assessment and exploratory dive assessment for potential dive sites within KIG;
3. Conduct of birdwatching, tourism site, and activity assessment on the following islands: Lawak and Pag-asa;
4. Conduct of various human capability building trainings in KIG;

I. Scope of Service

The service provider should be able to provide the meals, transportations, transfers, accommodation, and communication allowance with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: October 16 – 23, 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 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 thirteen (13) pax (October 16 – 23, 2023)
- Roundtrip flight ticket with 40 kgs baggage allowance per pax to MNL-PPS-MNL for six (6) pax (October 16 – 23, 2023)

2. Transportation (Van Rental)

- Six (6) air-conditioned tourist vans with stored supplies of drinking water
- Each van must have a van number for easy identification
- 4-day van rental transfers within Puerto Princesa City to Buliluyan Port on October 16-17 and 22-23, 2023

3. Meals

- Breakfast, Lunch, Dinner, with AM and PM snacks good for eight (8) days for forty-three (43) persons (October 16 - 23, 2023)

4. Communication Allowance

- One (1) PHP 450.00 load allowance for the project officer

5. Accommodation

- Must be DOT-Accredited Accommodation Establishment in Puerto Princesa with the following details:
 - Thirteen (13) single and three (3) twin sharing occupancy room accommodation from October 16 – 17 and October 22 – 23, 2023
- Must provide accommodation in Pag-Asa Island, Kalayaan from October 20 – 22, 2023 for twenty-two (22) pax

6. Manpower

- Must provide two (2) technical staff for the site validation to assist the group

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **NINE HUNDRED FIFTY-FIVE THOUSAND THREE HUNDRED THIRTY PESOS ONLY (₱955,330.00)** 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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