

TERMS OF SPECIFICATIONS

Services of a Travel and Tour Operator
Convening of the Philippines-Mexico Joint Working Group (JWG) Meeting
26-29 November 2023 | Manila, Philippines

Background

The Republic of the Philippines formally established diplomatic relations with the Republic of Mexico on 14 April 1953. Under tourism cooperation, there is an existing Memorandum of Understanding (MOU) on Bilateral Tourism Cooperation between the Philippines and Mexico signed on 27 November 2015 in Manila, Philippines.

I. Scope and Services

Requirements:

- Ground handler or travel and tour operator must be based within Metro Manila
- Ground handler or travel and tour operator must be DOT-accredited
- Shall provide the following:
 - A. Accommodation inclusive of breakfast
 - Location: Preferably Pasay, Manila or Makati
 - Check in: 26 November 2023 (option to include early check in)
 - Check out: 29 November 2023 (option for late check-out)
 - Number of rooms: 15 single rooms or 7 to 8 twin-sharing rooms, whatever is available (upon the approval of the Project Officer)
 - **Sub-total amount: Php529,574.85**
 - B. Meeting venue with meals
 - Preferably located within the hotel accommodation
 - Date of meeting: 27 November 2023
 - Capacity of the meeting room: 40 pax with provision of AM and PM snack and buffet lunch
 - Free flowing coffee and tea
 - **Sub-total amount: Php55,250.05**
 - C. Meals
 - Provision of lunch on 26 and 28 November 2023 for 15 pax (Mexican representatives)
 - Provision of dinner on 26 to 27 November 2023 for 15 pax (Mexican representatives)
 - Lunch and dinner can be outside OR within the hotel accommodation
 - **Sub-total amount: Php116,469.90**
 - D. Transportation Service
 - Provision of 1 coaster inclusive of all charges
 - Transportation service within Metro Manila ONLY
 - Inclusive dates: 26-29 November (maximum of 10 hours a day)
 - **Sub-total amount: Php60,680.00**

E. Technical Tour

- Provision of technical tour for 15 pax on 28 November 2023 in Metro Manila
- Inclusive of tour kit such as wet wipes, alcohol, candies and chips, and water
- Inclusive of AM and PM snacks
- **Sub-total amount: Php17,749.95**

TOTAL AMOUNT: PHP779,724.75

II. Approved budget for the contract and mode of payment:

The approved total budget for the contract is **Seven Hundred Seventy-Nine Thousand Seven Hundred Twenty-Four Pesos and 75/100 (Php779,724.75)** inclusive of all applicable taxes, government procedure, and send bill arrangement.

III. Contact Details


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Noted By:


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