

TERMS OF REFERENCE

Dry Run for the Philippine Experience Program in Palawan February 19-23, 2024

I. Objectives:

1. To assess the potential sites and conduct a thorough evaluation of proposed itinerary in PPC and South Palawan, 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 actual conduct of the program
3. 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, corporate giveaways of participants with the following specifications:

1. Service Provider should be a DOT-Accredited Tour Operator
2. Inclusive Date: February 19-23, 2024
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 (Preferably with Platinum Registration)
3. Omnibus Sworn Statement
4. Valid DOT Accreditation Certificate
5. DTI/SEC Permit

Note: All documentary requirements and proposal shall be sent via e-mail at: 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. Airfare

Roundtrip flight ticket to Manila-Puerto Princesa City-Manila for Fifteen (15) pax

- February 19, 2024: Manila- Puerto Princesa (Morning flight)
- February 23, 2024: Puerto Princesa- Manila (afternoon flight)
- ✓ Passenger names: (*to follow*)

B. Van hire

- Two (2) units of air-conditioned van rental within Puerto Princesa City and South Palawan (at least 12-seater) with stored supplies of face mask, umbrella, water and first aid kits
- Inclusive dates: February 19-23, 2024

C. Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
 - ✓ February 19-23, 2024, 5D4N (15 pax) in Puerto Princesa City
- 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 Twenty-Five (25) pax during the dry run and meeting on February 19-22, 2024 with free flowing coffee/tea and water during the dry run and meeting
- Should be able to provide Breakfast, Lunch. Dinner for (15) pax for on February 23, 2024

E. Training Venue

- Venue should be able to accommodate a maximum of 30 pax giving due consideration to the minimum health and safety protocols
- Half day rental of meeting/training venue on February 19-23, 2023 in the following areas:
 - ✓ Puerto Princesa City
 - ✓ Quezon
 - ✓ Narra
 - ✓ Aborlan
- Venue should be able to provide basic sound system, PA system with free use of LCD projector and extension cords

F. Tokens/ Giveaways

Should be able to provide:

- ✓ 25pcs. Reversible Corporate Jacket

G. Miscellaneous Expense

Should be able to provide load allowance for project officers

IV. APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is **Seven Hundred Twenty-Nine Thousand Four Hundred Pesos Only (₱729,400.00)** 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 / jsdeguzman@tourism.gov.ph