

TERMS OF REFERENCE

- I. **Title** : Procurement of Tour Operator for Tourism Champions Challenge (TCC) Final Presentation of Top 15 LGUs
- II. **Date** : 16-20 January 2024
- III. **Location** : Cebu, Philippines
- IV. **Objectives**

The Tourism Champions Challenge (TCC) is an annual process of invitation, enhancement, selection, and execution process for tourism-related projects targeted to enhance destination areas of local government units (LGUs) through sustainable, inclusive, and resilient tourism strategies. It aims to enhance and develop local tourism destinations by soliciting project concepts/ideas and providing technical assistance through the conduct of capacity building to augment the LGU's competence in formulating, developing, and managing projects, as well as support excellent and notable tourism projects.

A total of 98 project proposals from 90 LGUs were received by the DOT Regional Offices. Among these submissions, 41 proposals were endorsed by the DOT Regional Offices to the TCC Committee on June 30, 2022. Knowledge Partner PricewaterhouseCoopers (PwC) Philippines has provided invaluable contribution by conducting validation test on the selection processes of the DOT Regions and TCC Committee.

A face-to-face training activity was conducted at Puerto Princesa City last November 20-24, 2023 with 15 selected LGUs to enhance their project proposals. Currently, the LGUs are working to finalize their proposal, presentation, and other requirements to implement the project. Each LGUs will be presenting their final presentation to the TCC Committee and invited judges on January 18, 2024 in Cebu. This will be followed by the TCC Awarding Ceremony of top 5 LGUs each from Luzon, Visayas & Mindanao on January 19, 2024.

In line with this, the DOT Office of Special Concerns is in need of a Tour Operator to provide and assist on the accommodation, transportation, meals, and other service requirements during the TCC final presentation activity and awarding ceremony from **January 16-20, 2024 in Cebu**.

V. Activity Requirements

1. Hotel Accommodation (4D/3N)

- Provision of 48 twin-sharing rooms and 9 solo/single rooms accommodation;
- Preferably, accommodation for all participants and the meeting venue for January 18, 2024 (TCC Final Presentation) activity to be in the same hotel; and
- Free airport to hotel transfers and vice versa for all guests and participants.

List of participants and accommodation details:

Guest / Participants	No. of Pax	# & Room Type	Check In	Check Out
Dir. Bop, Sir Alven & TCC Sec. (Advance party on Jan. 16)	9	5 Twin-Sharing	16 Jan 2024	20 Jan 2024
LGUs, DOT Regions & OSEC	87	43 Twin-Sharing	17 Jan 2024	20 Jan 2024
Private Sector & PwC	5	5 Single/Solo	17 Jan 2024	20 Jan 2024
Technical Advisors	4	4 Single/Solo	19 Jan 2024	20 Jan 2024

2. Meals

- Provision of meals for maximum of **118 participants and guests**.

Date	# of Pax	Meals	Remarks
16 Jan 2024 (Tuesday)	9	Lunch	Plated lunch set up inclusive of 1 round of chilled juice or soft drinks.
		PM Snack	Plated snack inclusive of 1 round of chilled juice or soft drinks.
		Dinner	Managed buffet dinner set up inclusive of 1 round of chilled juice or soft drinks.
17 Jan 2024 (Wednesday)	50	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice or coffee/tea.
	80	AM Snack	Plated snack inclusive of 1 round of chilled juice or soft drinks.
	101	Lunch	Managed buffet lunch set up inclusive of 1 round of chilled juice or soft drinks.
	101	PM Snack	Plated snack inclusive of 1 round of chilled juice or soft drinks.
	101	Dinner	Managed buffet dinner set up inclusive of 1 round of chilled juice or soft drinks.
18 Jan 2024 (Thursday)	101	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice or coffee/tea.
19 Jan 2024 (Friday)	105	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice or coffee/tea.
	118	AM Snack (plated/packed)	Plated or packed snack inclusive of 1 round of chilled juice or soft drinks.
	118	Lunch (plated/packed)	Plated or packed lunch set up inclusive of 1 round of chilled juice or soft drinks.
20 Jan 2024 (Saturday)	105	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice or coffee/tea.
	105	AM Snack (plated/packed)	Plated or packed snack inclusive of 1 round of chilled juice or soft drinks.
	80	Lunch (plated/packed)	Plated or packed lunch set up inclusive of 1 round of chilled juice or soft drinks.
	50	PM Snack (plated/packed)	Plated or packed snack inclusive of 1 round of chilled juice or soft drinks.

**Note: For January 17, 18, 19 and 20, please provide designated area for meals.*

3. Hotel Venue & Equipment Rental (*one meeting room & one holding area*) January 18, 2024 (Thursday, 8:00am-8:00pm)

- One meeting room to accommodate 118 pax, good for 12hours, and one meeting room (as holding area) for 118 pax where snacks, lunch, and dinner will be served
- With high-definition LCD projector with connector and large LCD screen
- Equipped with excellent air-conditioning;
- Standby personnel for IT-related concerns;
- Flowing coffee, tea, water station, nuts, and candies;
- Pencil and note pad;
- Provision of the following services:

- WiFi (strong and reliable) connection;
- Minimum of 6 microphones with reliable sound system;
- Extension wires for use of organizers and judges; and
- Electrical use for laptops, cellphones, and other gadgets.

Date	# of Pax	Meals	Remarks
18 Jan 2024 (Thursday)	118	AM Snack	Plated snack inclusive of 1 round of chilled juice or soft drinks.
	118	Lunch	Managed buffet dinner set up inclusive of 1 round of chilled juice or soft drinks.
	118	PM Snack	Plated snack inclusive of 1 round of chilled juice or soft drinks.
	118	Dinner	Managed buffet dinner set up inclusive of 1 round of chilled juice or soft drinks.

Days	# of Rooms	# of Pax	Remarks
18 January 2024 (Thursday)	- 1 large meeting room to accommodate 118 pax; and - 1 holding area room to accommodate 118 pax	118	Venue requirements as listed above

4. Transportation Vans during Awarding Ceremony and Field Tour

- 16 transportation vans during field tour (for LGUs & DOT) and awarding ceremony
- Inclusive of professional driver, driver's fee, toll fees, and other applicable fees
- Maximum of 12 hours use of vans (08:00AM-08:00PM)
- Excellent air-conditioning
- Inclusive of 4 van coordinators on January 19, 2024 who will assist the LGUs on field tour (morning), and also assists all DOT officials, guests, and LGUs during the awarding ceremony (afternoon/night).

Date	Capacity and Route	Remarks
19 January 2024 (Friday)	<p>Transportation vehicles during Field Tour and Awarding Ceremony (w/ 4 van coordinators)</p> <ul style="list-style-type: none"> - Number of vans: 16 vans - Seating capacity: maximum of 16pax per van - Itinerary: <ul style="list-style-type: none"> ▪ AM: -LGUs & DOT ROs Tour (10 vans) <ul style="list-style-type: none"> - Sto. Nino Church/Magellan's Cross - Cebu's Taoist Temple - National Museum in Cebu - Carbon Market for Pasalubong -Service vehicle by DOT (6 vans) ▪ PM: Hotel - Awarding Venue - Hotel (all 16 vans) 	118 participants

5. Airfare Tickets for 4 pax (Manila-Cebu-Manila)

- Roundtrip tickets for 4 pax from Manila-Cebu-Manila
- Preferably afternoon of January 17, 2024 (Manila to Cebu)
- Preferably morning of January 20, 2024 (Cebu to Manila)

VI. Project Cost

The total allocated budget for the abovementioned activity and its deliverables is **Nine Hundred Fifty-Eight Thousand One Hundred Seventy Pesos and 45/100 (PhP958,170.45)** covering all activity-related expenses including taxes and fees.

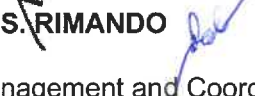
VII. Minimum Qualifications of Service Provider

1. Must be DOT-accredited Tour Operator with office/branch/handler based in proximity to the venue/location of the event to ensure mastery on local spatial conditions, and on the stakeholders of the tourism value chain in Region 7;
2. Must have the latest PhilGEPS certification and Mayor's Permit; and
3. Must be willing to provide services on a send-bill arrangement.

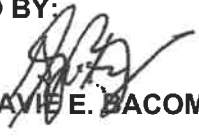
VIII. Contact Details:

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