

TERMS OF REFERENCE

INAUGURATION OF TOURIST REST AREA ROXAS, PALAWAN April 11, 2024

I. BACKGROUND

Republic Act No. 9593, declares tourism as an indispensable element of the national economy and an industry of national interest and importance, which must be harnessed as an engine of socioeconomic growth and cultural affirmation to generate investment, foreign exchange and employment, and to continue to mold an enhanced sense of national pride for all Filipinos.

It is in this manner, that the Department is continuously implementing programs activities and projects which will further develop tourism attractions and destinations to ensure sustainable increase visits of travelling public in the country.

Among those projects conceptualized is the installation tourist rest areas (TRAs) in tourism destinations which have great potential for tourism development. The Tourist Rest Area program is not just about clean restrooms, as it considers the seamless travel and convenience to tourists, job generation to those who will be servicing the rest areas and promotion of local products coming from surrounding localities.

Last year, a TRA was established in the Municipality of Roxas, Palawan and is set to be inaugurated by April 11, 2024.

The TRA inauguration is a joint undertaking by the DOT, the TIEZA, and the Local Government Unit (LGU) of Roxas, Palawan.

II. OBJECTIVES

The installation of TRA's aims to:

- a) Improve the overall tourist experience;
- b) deliver comfort and ease of travel to tourists and transients traveling to different tourist destinations in the country;
- c) equalize tour promotion and development not only in the key destinations within the country but also to lesser-known areas that have great potential for tourism development; and
- d) Generate job to those who will be servicing the rest areas and promotion of local products coming from surrounding localities.

III. SCOPE OF SERVICE

The service provider should be able to provide the vehicles with drivers for land travel, accommodation, meals and snacks, and program venue with the following specifications:

a. General Requirements

- ✓ Service Provider should be a DOT-Accredited Tour Operator
- ✓ Amenable to a send-bill arrangement/ government procedure: SOA shall be submitted five (5) working days after the completion of the activity
- ✓ 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 and registered in Region IV-B (MIMAROPA)

b. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

Note: All documentary requirements and proposals shall be sent via e-mail at dot4b.bacsecretariat@gmail.com.

c. Specific Requirements

c.1. Airfare

- 4 pax PPC-MLA-PPC

c.2. Transportation (Van Rental)

- DOT Accredited Transport Operator
- Air-conditioned van with stored supplies of alcohol with 70% Solution
- Provision of drivers.
- Tentative Transfers:
 - 1ST DAY (PRE-EVENT- One (1) unit of van rental for DOT MIMAROPA personnel advance party (PPC to Roxas, Palawan)
 - 2nd DAY (PRE-EVENT- Three (3) units of van rental for DOT MIMAROPA personnel and OSC staff advance party (PPC to Roxas Palawan)
 - EVENT Proper – Ten (10) units of van for DOT personnel, guests and DOT officials
 - POST-EVENT- Four (4) units of van for departing guests and MIMAROPA personnel

c.2. Accommodation and Meals with the following participants:

- 1 single room and 2 twin sharing rooms for 4 days and 3 nights with full meals
- 1 single room and 4 twin sharing rooms for 2 nights with full meals
- Full meals for 4 days for 2 additional staff
- Meeting Meals (3 groups) 25 pax per meeting

c.3. Event venue/Event Proper

- The training venue shall have an LCD projector and sound system available to be used during the press conference and MOA Signing
- Venue can accommodate a total attendee of 200 to 250 pax

- Provision of AM snack and Lunch for 200 pax with unlimited coffee or tea
- Provision of photographer and videographer

c.4 Other requirements

- Provision of the following requirements:
 - Tarpaulin with design size of which is 3m x 5m (2pcs)
 - Love the Philippines tarpaulin 2m x 3m (2pcs)
 - token for VIP personnel for a maximum number of 30 pax
 - Provision of at least 15 umbrellas
 - Bouquet of flowers (2 pcs)
 - Decoration materials
 - Colored papers (10 colors @10 pcs. Each)
 - Adhesive glue
 - Scissors (3 pcs)
 - Plastic Ribbon 3inches thick (20meters)

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **EIGHT HUNDRED THIRTY-FOUR THOUSAND ONE HUNDRED NINETY-THREE PESOS (Php 834,193.00)**, inclusive of all government taxes and charges.

The winning bid shall be determined based on the most advantageous financial proposal **without** exceeding the approved budget for the contract (ABC) and shall be processed in accordance with existing laws, rules, and regulations.

V. MODE OF PROCUREMENT

The services shall be procured through Small Value Procurement (SVP) under Section 53.9 and Annex "H" of RA 9184 and its Revised Implementing Rules and Regulations (IRR).

VI. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in through a 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 equivalent to ten percent (10%) of the contract awarded to the winning bidder.

VII. CONTACT PERSON

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