

TERMS OF REFERENCE

Procurement of Tour Operator Services

I. PROJECT

DOT-Legal Affairs Service's (LAS) Seminar on Republic Act No. 9184 or the "Government Procurement Reform Act"

II. PURPOSE / OBJECTIVE

The Seminar aims to enhance the DOT personnel's knowledge and familiarize the Project Officers, members, secretariat, and technical working group of the Bids and Awards Committee (BAC), on the salient provisions of the Government Procurement Reform Act and its Implementing Rules and Regulations (IRR) as well as other pertinent Government Procurement Policy Board (GPPB) issuances.

The conduct of the seminar is also pursuant to Section 16 of the Implementing Rules and Regulations (IRR) of R.A. No. 9184 which provides that the Head of Procuring Entity (HoPE) shall ensure that the BAC, its Secretariat and TWG members, including other relevant procurement personnel are sent to attend procurement training or capacity development program.

For this undertaking, the DOT-LAS is in need of the services of a DOT-accredited Tour Operator to provide arrangements for land transfers, accommodation, meals, and training venue requirements for the seminar.

III. MINIMUM REQUIREMENTS

1. Must be a DOT-Accredited Tour Operator
2. Terms of Payment: Government Procedure / willing to provide services on a send bill arrangement.
3. Must be PHILGEPS registered

IV. DATE AND LOCATION OF THE EVENT

15 to 19 April 2024 in Tagaytay City

V. NUMBER OF TARGET PARTICIPANTS

Forty-Five (45) participants including the resource speakers and secretariat

VI. SCOPE OF DELIVERABLES

A. Land Transportation Requirements

1. Provision of one (1) air-conditioned bus;
2. Provision of one (1) air-conditioned car or van;
3. Must provide one (1) coordinator to assist with logistics, meals and transportation requirements;
4. Inclusive of driver and coordinator's fees, meals, accommodation, fuel expenses, toll fees, parking fees, and other fees;
5. Winning bidder will be provided with the schedule of arrival and departure of organizers and participants;
6. Must be able to secure necessary permits from LGU, if applicable.

15 April 2024

One (1) air-conditioned bus for at least forty-five (45) persons with ample space for luggage

- 12:00 NN – DOT Makati to hotel in Tagaytay City
- 6:00 PM – (Dinner) Tagaytay City hotel to a local restaurant and vice versa

16, 17, and 18 April 2024

One (1) air-conditioned car or van for at least two (2) persons

- Daily (for 3 days) pick-up and drop-off of resource speakers from residence in Manila to venue in Tagaytay City and vice versa;
- Standby daily (for 3 days) for needs by the secretariat

19 April 2024

One (1) air-conditioned bus for at least forty-five (45) persons with ample space for luggage

- ETD: 11:00 AM– Tagaytay City Hotel to DOT Makati City

B. Accommodation Requirements

1. Hotel rooms for forty-five persons (twin sharing or triple sharing)

Check-In – 15 April 2024

Check-Out – 19 April 2024

2. Must be a DOT-accredited hotel/accommodation establishment in Tagaytay City
3. At least a 3-star hotel/accommodation establishment
4. Stable and fast WiFi access
5. Complimentary use of hotel amenities and business center
6. Complimentary parking slots for the speaker/participants
7. Open to cancellation of room booking in case the room will not be occupied
8. Open to special arrangements in case number of participants of the same sex is not met.

C. Function Room with Banquet Services (16, 17, and 18 April 2024)

1. Well ventilated and well lighted private function room with stable and fast WiFi connection for all participants;
2. 3-day use of function room from 8:00 am to 6:00 pm;
3. Provide one (1) coordinator to assist the secretariat with logistics, accommodation, and other meal requirements;
4. Must provide AM and PM snacks for forty-five persons;
5. Must be in a classroom set-up which can accommodate forty-five persons;
6. Must provide a podium;
7. With registration table located at the entrance;
8. One table near the podium reserved for the Resource Speakers and Secretariat;
9. Must provide the following materials:
 - a) At least two (2) units of wireless microphones;
 - b) Basic sound system;
 - c) Projector with HDMI cable;
 - d) Projector screen;
 - e) Laser pointer/clicker;
 - f) Pens and pad papers to participants;
 - g) whiteboard, and markers;
 - h) outlets/extension cords for laptops;
10. With free-flowing water, coffee, tea, and mints.

D. Meal Requirements for forty-five (45) persons

1. Must provide uniformed and well-trained banquet service personnel and a designated staff to attend to all meal arrangements during the seminar proper;
2. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.).

15 April 2024 (Ingress)
Lunch (packed lunch to be distributed prior to departure in DOT Makati)
Dinner (at a local restaurant in Tagaytay City)
16, 17, and 18 April 2024 (Seminar Days)
Breakfast
Lunch
Dinner
19 April 2024 (Egress)
Breakfast
Lunch

VII. APPROVED BUDGET OF THE CONTRACT (ABC):

The approved budget is **Six Hundred Nine Thousand Seven Hundred Sixty Pesos (PhP609,760.00)** inclusive of applicable taxes and other charges.

The payment shall be based on the actual expenses incurred in case target number of participants are not met. Final count of participants will be confirmed a week before the event.

VIII. CONTACT PERSONS

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Approved by:

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