

TERMS OF REFERENCE

Grand launching of the *Pasyar Kita!* Palawan Philippine Experience Program: Culture, Heritage and Arts Caravan *April 8-13, 2024*

I. Objectives:

To showcase the rich cultural heritage of Palawan including its traditions, arts, local delicacies and unique identity of the province. It also aims to promote exceptional offerings of Palawan benefiting its economy, environmental conservation efforts and natural treasures thereby boosting the tourist arrivals for both domestic and international travelers.

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 and have handled a project relating to Philippine Experience Program
2. Inclusive Date: April 8-13, 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 Province of Palawan

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. Transportation

- Two (2) units of air-conditioned coaster rental in Puerto Princesa City and South Palawan (at least 24-seater) with stored supplies of face mask, umbrella, water and first aid kits
- Seven (7) units of van rental preferably with captain seat in Puerto Princesa City and South Palawan (at least 12-seater) with stored supplies of face mask, umbrella, water and first aid kits
- Inclusive dates: April 10-12, 2024
- One (1) unit of van rental in Puerto Princesa City and South Palawan (at least 12-seater) with stored supplies of face mask, umbrella, water and first aid kits on April 8-13, 2024
- Installation of custom Logo Magnet

B. Meals and Venue

- Should be able to provide PM snacks good for One Hundred Twenty (120) pax at Plaza Cuartel on April 10, 2024 with free flowing coffee/tea and water
- Should be able to provide Dinner good for One Hundred Twenty (120) pax at Mitra's Ranch on April 10, 2024 with free flowing coffee/tea and water
- Should be able to provide AM Snacks good for One Hundred Twenty (120) pax at Sabang Wharf on April 11, 2024 with free flowing coffee/tea and water
- Should be able to provide Lunch good for One Hundred Twenty (120) pax at Sabang Wharf on April 11, 2024 with free flowing coffee/tea and water
- Should be able to provide Breakfast, Lunch. Dinner for Eleven (11) pax on April 8-13, 2024

Note: All set menu must be sent in advance for review and approval of the regional office

C. Entrance Fees/ Environmental Fees

- Should be able to provide entrance fees and or environmental fees for the following attractions:

- Palawan Heritage Museum
- Puerto Princesa Underground River
- Sabang Mangrove and Paddle Boat Tour
- Tabon Cave Complex

D. Tokens/ Giveaways

Should be able to provide:

- ✓ 20 sets of Corporate Giveaways for VIPs/ Officials/ Hosts Province and City
(Please see Annex A for the complete details)

E. Support and Manpower

- ✓ Should be able to provide load allowance for project officers
- ✓ Provision of tour guide and tour coordinator per vehicle
- ✓ Other expenses that may be incurred during the event

IV. APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is **Nine Hundred Eighty-Seven Thousand Pesos Only (₱987,000.00)** 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.

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