

TERMS OF REFERENCE

Airfare and Cargo for the 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 Travel Agency
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 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

- Airfare from Manila- Puerto Princesa- Manila for Forty-One (41) participants on the following dates:
 - ✓ April 10, 2024 (morning flight)
 - ✓ April 13, 2024 (morning flight)
- Airfare from Manila- Puerto Princesa- Manila for Nine (9) DOT MIAROPA personnel on the following dates:
 - ✓ April 8, 2024 (morning flight)
 - ✓ April 13, 2024 (early afternoon flight)

B. Cargo and Shipment

- Delivery of 500 kilos of promotional collaterals, tokens and giveaways from Manila to Puerto Princesa on or before April 3, 2024

IV. APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is **Seven Hundred Ninety Thousand Five Hundred Pesos (₱790,500.00)** 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