

## TERMS OF REFERENCE

- I. Project Title : Cebu Pacific Eagle Wings Awards Post Tour**
- II. Date : April 24, 2024**
- III. Service : DOT-Accredited Tour Operator**

### **IV. Objectives**

1. Strengthen partnerships with both local and international stakeholders;
2. Equalize opportunities and spread the benefits of tourism across the regions and destination of the country; and
3. Promote both known and lesser-known cultural, heritage, and art products, activities, and destinations in the country

### **V. Scope of Service**

The service provider should be able to provide tour operations (city tour) in Puerto Princesa City, Palawan.

### **VI. Documentary Requirements**

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

*Note: All documentary requirements and proposal shall be sent via email at [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)*

### **VII. Specific Requirements**

#### **A. Puerto Princesa Underground River and Sabang Mangrove Paddle Boat Tour in Puerto Princesa City, Palawan**

Tour Inclusions:

- Assisted Buffet Lunch
- Van Transfers from Hotel to the Attractions
- Light Snacks and Bottled Water
- Boats, Permits, and Environmental Fees
- Licensed Tour Guide
- Travel Insurance

#### **B. Courier Fee for Collaterals from Metro Manila to Puerto Princesa City**

- 147kgs of promotional collateral
- 12 boxes of Buri Hats (1,000pcs.) and Bamboo Phone Holder (150pcs.) and Wooden Card Holder (200pcs.)

### **VIII. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **TWO HUNDRED FORTY THOUSAND ONE HUNDRED PESOS ONLY (PHP 240,100.00)** inclusive of all government taxes and charges in accordance with existing government accounting rules and regulations.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

### **IX. 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.

### **X. CONTACT PERSON**

**MARC RAMIRO R. ORTIZ LUIS**

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