

## **TERMS OF REFERENCE**

**I. Project Title : Ocular Visit and Site Inspection for the Central Philippines Tourism Expo from April 12 – 13, 2024**

**II. Service : DOT-Accredited Tour Operator**

**III. 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

**IV. Scope of Service**

The service provider should be able to provide tour operations (island hopping tour) in Coron, Palawan.

**V. Documentary Requirements**

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

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

**VI. Specific Requirements**

**A. ACCOMMODATION**

- 2 Days and 1 Night Hotel Accommodation in Puerto Princesa City for DOT Central Philippines Regional Offices staff from April 12 to 13, 2024 for 5 pax
- Based on twin-sharing
- Must be DOT-Accredited Mabuhay Accommodation/Hotel
- Must have in-house restaurant
- Must have stable WIFI connection

**B. MEALS**

- Meals for Regional Offices Staff for 2 days for 5 pax (Breakfast, Lunch, Dinner, with AM and PM Snacks)

**C. VAN HIRE**

- Whole-day rental of two (2) tourist van transports for ocular visit and site inspection of hotels and proposed venue for the event (For RDs and Staff)
- Within Puerto Princesa City
- Must have first aid

#### **D. FIREFLY WATCHING ENTRANCE FEE**

- Firefly watching tour in Puerto Princesa City Bay walk for six (6) pax

#### **E. COURRIER FOR COLLATERALS**

- 147kgs of promotional and marketing collaterals x 3 sets (MNL-PPS)

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

The Approved Budget for the Contract is **EIGHTY THOUSAND SIX HUNDRED PESOS ONLY (PHP 80,600.00)** 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.

#### **VIII. 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.

#### **IX. CONTACT PERSON**

##### **MARC RAMIRO R. ORTIZ LUIS**

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