

## TERMS OF REFERENCE

### 2024 Tourism Product Market Survey (TPMS) in MIMAROPA May 15-24, 2024

#### I. Objectives:

1. To identify the general visitor profile and travel characteristics in the destination on Province/ City and Municipal level;
2. To measure the market and products that are currently available and how to enhance policy making;
3. To find out how much do they spend for their travel in the destination or City/Municipality;
4. To identify opportunities as well as deficiencies in the current market and product offering;
5. To assess its potential along with the changing environment, market trends, changing preference of consumers and the like

#### II. Scope of Service:

The service provider should be able to provide the airfare, transportations, transfers, accommodation, meals, meeting venue of participants with the following specifications:

1. Service Provider should be a DOT-Accredited Tour Operator/ Travel Agency
2. Inclusive Date: May 15-24,2024
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
3. Original/ Certified True Copy of Omnibus Sworn Statement
4. 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

1. One (1) Roundtrip flight ticket with 20kgs baggage allowance for:
  - May 15, 2024: Manila-San Jose, Occidental Mindoro (morning flight)
  - May 24, 2024: San Jose, Occidental Mindor- Manila (morning flight)**Passenger Name:** (MS) Trexie Anne Mea N. Reyes (DOB: June 1, 2001)
  
2. One (1) Roundtrip flight ticket with 20kgs baggage allowance for:
  - May 15, 2024: Manila-Caticlan (morning flight)
  - May 24, 2024: Caticlan- Manila (afternoon flight)**Passenger Name:** (MS) Jay De Guzman (DOB: November 14, 1992)
  
3. One (1) Roundtrip flight ticket with 20kgs baggage allowance for:
  - May 15, 2024: Manila-Puerto Princesa (morning flight)
  - May 24, 2024: Puerto Princesa- Manila (afternoon flight)**Passenger Name:** (MS) Faye Angeli Reyes (DOB: August 10, 1984)
  
4. One (1) Roundtrip flight ticket with 20kgs baggage allowance for:
  - May 20, 2024: Manila-Coron (morning flight)
  - May 24, 2024: Coron- Manila (afternoon flight)**Passenger Name:** (MS) Maybeline M. Hugo (DOB: May 27, 1995)

#### B. Boat Fare

Purchase of one (1) boat ticket with the following details:

- ✓ **Occidental Mindoro: Two (2) days**
  - May 17, 2024: Sablayan Wharf- Apo Reef- Sablayan Wharf
  - May 21, 2024: Sablayan Wharf- Apo Reef- Sablayan Wharf**Passenger Name:** (MS) Trexie Anne Mea N. Reyes (DOB: June 1, 2001)
  
- ✓ **Marinduque**
  - May 15, 2024: Dalahican Port (Lucena, Quezon) to Balanacan Port (Mogpog, Marinduque)
  - May 20, 2024: Sta. Cruz town to Maniwaya Island
  - May 21, 2024 Maniwaya Island to Sta. Cruz town
  - May 24, 2024: Balanacan Port (Mogpog, Marinduque) to Dalahican Port (Lucena, Quezon)

**Passenger Name:** (MS) Christine Joy L. Isidro (DOB: August 28, 2000)

✓ **Romblon, Romblon and Sibuyan Island**

- May 14, 2024: Batangas –Romblon, Romblon
- May 16, 2024: Romblon- Sibuyan- Romblon
- May 18, 2024: Romblon- Sibuyan, Romblon
- May 21, 2024: Sibuyan, Romblon- Romblon
- May 24, 2024: Romblon- Batangas

**Passenger Name:** (MR) Alvin G. Acosta (DOB: January 7, 1998)

✓ **Tablas Island, Romblon**

- May 15, 2024: Caticlan, Aklan Port – San Jose Port
- May 16, 2024: San Jose Port- Sta. Fe Port
- May 18, 2024: Sta. Fe Port- San Jose Port
- May 20,2024: San Jose Port- Sta. Fe Port
- May 22, 2024: Sta. Fe Port- San Jose Port
- May 24, 2024: San Jose Port – Caticlan, Aklan Port

**Passenger Name:** (MS) Jay De Guzman (DOB: November 14, 1992)

✓ **Palawan**

- May 19, 2024: Lualhati Park – Kayangan Lake
- May 21, 2024: Coron-Culion-Coron
- May 22, 2024: Lualhati Park – Kayangan Lake
- May 23, 2024: Coron-Culion-Coron

**Passenger Name:** (MS) Maybeline M. Hugo (DOB: May 27, 1995)

**C. Van hire**

One (1) Unit of Van Rental (at least 12-seater) with stored supplies of face mask, umbrella, water and first aid kits in the following areas:

✓ **Occidental Mindoro:**

- May 15, 2024: San Jose- Sablayan
- May 16, 2024: Sablayan- Abra De Ilog-Sablayan
- May 18, 2024: Sablayan- San Jose
- May 19, 2024: San Jose-Sablayan
- May 21, 2024: Sablayan- Abra- De Ilog
- May 23, 2024: Abra- De Ilog-Sablayan- San Jose

✓ **Oriental Mindoro:**

- May 15, 2024: Calapan City - Puerto Galera
- May 16, 2024: Puerto Galera – Roxas - Bulalacao
- May 17,2024: Bulalacao - Roxas
- May 18, 2024: Roxas – Puerto Galera

May 22, 2024: Puerto Galera – Roxas – Bulalacao  
May 23, 2024: Bulalacao – Roxas  
May 24, 2024: Roxas-Puerto Galera-Calapan

✓ **Marinduque:**

May 16,2024: Boac - Sta. Cruz- Boac  
May 17, 2024: Boac-Mogpog -Boac  
May 18, 2024: Boac-Gasan-Buenavista-Boac  
May 19, 2024: Boac-Torrijos- -Boac  
May 22, 2024: Boac-Gasan-Buenavista-Boac  
May 23, 2024: Boac - Sta. Cruz- Boac  
May 24, 2024: Boac to Mogpog (Balanacan Port)

✓ **Romblon, Romblon and Sibuyan:**

May 14,2024: Manila - Batangas  
May 15, 2024: Romblon Port- Romblon Tourism Office  
May 18, 2024: Magdiwang – San Fernando  
May 19, 2024: San Fernand-Magdiwang

✓ **Tablas Island, Romblon:**

May 16,2024: Sta. Fe – Odiongan- San Agustin- Odiongan  
May 17, 2024: Odiongan- Looc – Alcantara - Odiongan  
May 18, 2024: Odiongan – Looc - Odiongan  
May 19, 2024: Odiongan - Alcantara-Sta. Fe  
May 22, 2024: Sta. Fe – Odiongan- San Agustin- Odiongan

✓ **Puerto Princesa City and North Palawan:**

May 16,2024: Puerto Princesa - San Vicente- El Nido  
May 17, 2024: El Nido Town Proper- Lio Airport  
May 18, 2024: El Nido Town Proper- Lio Airport  
May 19, 2024: El Nido – San Vicente  
May 20, 2024: San Vicente – Puerto Princesa  
May 23, 2024: Puerto Princesa - San Vicente- El Nido  
May 24, 2024: El Nido – Puerto Princesa

✓ **Calamianes:**

May 16, 2024: Coron- Busuanga- Coron  
May 18, 2024: Coron- Busuanga- Coron  
May 20,2024: Busuanga- Coron  
May 23, 2024: Coron – Culion – Coron – Busuanga - Coron  
May 24, 2024: Coron-Busuanga Airport

**D. Accommodation**

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:

✓ **Occidental Mindoro:**

May 15-17, 2024: Sablayan  
 May 18-19, 2024: San Jose  
 May 19-20, 2024: San Jose-Sablayan  
 May 20-22, 2024: Abra- De Ilog  
 May 22-24, 2024: San Jose

✓ **Oriental Mindoro:**

May 15-16, 2024: Puerto Galera  
 May 16-17, 2024: Bulalacao  
 May 17-18,2024: Roxas  
 May 18-20, 2024: Puerto Galera  
 May 21-22, 2024: Puerto Galera  
 May 22, 2024: Bulalacao  
 May 23-24, 2024: Roxas

✓ **Marinduque:**

May 15-19,2024: Boac  
 May 19-21, 2024: Maniwaya Island  
 May 21-24, 2024: Boac

✓ **Rombon, Romblon and Sibuyan:**

May 14 -17,2024: Romblon, Romblon  
 May 17-20, 2024: San Fernando  
 May 20-24, 2024: Romblon, Romblon

✓ **Tablas Island, Romblon:**

May 15 -16, 2024: San Jose  
 May 16 - 18, 2024: - Odiongan  
 May 19-22, 2024: San Jose  
 May 22-23, 2024: Odiongan  
 May 23-24, 2024: San Jose

✓ **Puerto Princesa City and North Palawan:**

May 16-18,2024: El Nido  
 May 18-20, 2024: San Vicente  
 May 20-22, 2024: Puerto Princesa  
 May 22-23, 2024: El Nido

- ✓ **Calamianes:**  
May 20-24,2024: Coron

#### **E. Meals**

- ✓ Should be able to provide Breakfast, Lunch, Dinner for Seven (7) pax on May 15-24, 2024
- ✓ Should be able to provide Breakfast, Lunch, Dinner for One (1) pax on May 15-19, 2024
- ✓ Should be able to provide Breakfast, Lunch, Dinner for One (1) pax on May 20-24, 2024

#### **F. Training Venue**

- Venue should be able to accommodate a maximum of 20 pax giving due consideration to the minimum health and safety protocols
- Venue should be able to provide basic sound system, PA system with free use of LCD projector and extension cords

#### **G. Miscellaneous Expense**

Should be able to provide load allowance from May 14-24, 2024 for each project officer.

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

Total budget allocation is **Six Hundred Fifty-Five Thousand Eighteen Pesos Only (P655,018.00)** 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](mailto:tdd.mimaropa@gmail.com)/[jsdeguzman@tourism.gov.ph](mailto:jsdeguzman@tourism.gov.ph)