

TERMS OF REFERENCE

Groundbreaking Ceremony of Tourist Rest Area (TRA) in Brooke's Point, Palawan July 18, 2024

I. Objectives:

- a) Improve the overall tourist experience;
- b) deliver comfort and ease of travel to tourists and transients traveling to different tourist destinations in the country;
- c) equalize tourism promotion and development not only in the key destinations within the country but also to lesser-known areas that have great potential for tourism development; and
- d) Generate jobs to those who will be servicing the rest areas and promotion of local products coming from surrounding localities.

II. Scope of Service:

The service provider should be able to provide the airfare, inland transportation, 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 to the Department of Tourism
2. Inclusive Date: July 16-22, 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. Original 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

1. One (1) Roundtrip flight ticket with 20kgs baggage allowance for:
 - July 16, 2024: Manila-Puerto Princesa (morning flight)
 - July 22, 2024: Puerto Princesa- Manila (morning flight)**Passenger Name:** (MS) Gladys A. Quesa (DOB: Aug. 16, 1969)

2. One (1) Roundtrip flight ticket with 20kgs baggage allowance for:
 - July 16, 2024: Manila-Puerto Princesa (morning flight)
 - July 22, 2024: Puerto Princesa- Manila (morning flight)**Passenger Name:** (MS) Yolanda B. Cabigao (DOB: Nov. 21, 1963)

3. One (1) Roundtrip flight ticket with 20kgs baggage allowance for:
 - July 16, 2024: Manila-Puerto Princesa (morning flight)
 - July 22, 2024: Puerto Princesa- Manila (morning flight)**Passenger Name:** (MS) Ma. Elizabeth C. Viray (DOB: Aug. 17, 1963)

4. One (1) Roundtrip flight ticket with 20kgs baggage allowance for:
 - July 16, 2024: Manila-Puerto Princesa (morning flight)
 - July 22, 2024: Puerto Princesa- Manila (morning flight)**Passenger Name:** (MS) Jay De Guzman (DOB: November 14, 1992)

5. One (1) Roundtrip flight ticket with 20kgs baggage allowance for:
 - July 16, 2024: Manila-Puerto Princesa (morning flight)
 - July 22, 2024: Puerto Princesa- Manila (morning flight)**Passenger Name:** (MS) Maybeline M. Hugo (DOB: May 27, 1995)

B. Transportation (Van Rental)

- **July 18-19, 2024 (2 days):** Whole day rental of One (1) air-conditioned van with captain seat to transfer from Puerto Princesa City to Brooke's Point and vice versa with stored supplies of face mask, umbrella, water and first aid kits (*For Secretary Christina Garcia Frasco*)
- **July 16-19, 2024 (4 days):** Whole day rental of One (1) air-conditioned van (at least 12 seater) to transfer from Puerto Princesa City to Brooke's Point and vice versa with stored supplies of face mask, umbrella, water and first aid kits (*For DOT MIMAROPA Advance Party*)

- **July 17-19, 2024 (3 days):** Whole day rental of Two (2) units of air-conditioned van (at least 12 seater) to transfer from Puerto Princesa City to Brooke's Point and vice versa with stored supplies of face mask, umbrella, water and first aid kits (For DOT Officials staff and media team)
- **July 18, 2024 (1 day):** Whole day rental of One (1) air-conditioned van (at least 12 seater) to transfer from Puerto Princesa City to Brooke's Point and vice versa with stored supplies of face mask, umbrella, water and first aid kits (*For DOT Office of the Secretary*)
- Must have Love the Philippines logo magnet for car

C. Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
 - July 16-18, 2024, 3D2N (5 pax) for DOT MIMAROPA Personnel and advance party in Brooke's Point, Palawan
 - July 17-18,2024, 2D1N (4 pax) for DOT Office of the Secretary personnel and advance party in Brooke's Point
 - July 18-19 ,2024 2D1N (6 pax) for DOT Office of the Secretary personnel and advance party in Puerto Princesa City
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant
- Must be near the TRA groundbreaking site

D. Meals and Venue

- **July 16-18, 2024 (3 days):** Should be able to provide Breakfast, Lunch, Dinner for four (4) pax (DOT MIMAROPA personnel)
- **July 17-18, 2024 (2 days):** Should be able to provide Breakfast, Lunch, Dinner for four (4) pax (DOT Office of the Secretary Advance Party)
- **July 17-18, 2024 (2 days):** Should be able to provide snacks for Palawan performers during dry run and actual event for thirty (30) pax
- **July 18, 2024:** Should be able to provide AM or PM snacks and Lunch for One Hundred Fifty (150) pax for guests and LGUs during the actual event in Brooke's Point
- **July 18, 2024:** Should be able to provide Dinner for thirty (30) pax for DOT officials, LGUs, media and tourism stakeholders in Puerto Princesa City (DOT Officials, LGUs, media team and tourism stakeholders)
- **July 19, 2024:** Should be able to provide Lunch for twenty (20) pax for DOT officials, LGUs, and media and in Puerto Princesa City
- **July 18, 2024:** Whole day rental of Coffee Bar or station during the groundbreaking event

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

E. Tokens/ Giveaways

Should be able to provide:

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

F. Materials

1. Customized welcome banner and backdrop tarpaulin for Groundbreaking ceremony with 3x5 meter in size
2. 3pcs red or red green ribbon with 2 inches' width
3. Bouquet of flower for special guest during the event
4. Health and hygiene kit for DOT Secretary and guests

G. 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 **Five Hundred Thirty-Two Thousand One Hundred Forty Pesos (₱532,140.00)** 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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