

TERMS OF REFERENCE

- I. **Project Title** : Workshop on the Development of Protocol and Guidelines for LGU Kalayaan Tourism | September 1 – 5, 2024
- II. **Service** : DOT-Accredited Tour Operator
- III. **Objectives**
 1. Develop a sustainable and responsible tourism product in KIG;
 2. Conduct interventions for the enhancement of tourism experience offered through an existing tour, i.e. Great Kalayaan Experience;
 3. Contribute in preserving KIG as an important territory of the Philippines;
 4. Instill national pride and deeper understanding of the significance of KIG.
- IV. **Scope of Service**

The service provider should be able to provide meals, accommodation, venue, off-session meals, and transportation (airfare and van) in 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

VI. Specific Requirements

A. ACCOMMODATION

- 5 Days and 4 Night Hotel Accommodation in Puerto Princesa City from September 1 - 5, 2024
- 4 rooms based on single occupancy
- 6 rooms based on twin-sharing
- Must be DOT-Accredited hotel
- Must have in-house restaurant
- Must have stable WIFI connection
- Must have 24hour security
- Must provide complimentary van transfers from airport to hotel and vv.

B. MEALS

- Off-session meals for 3 days on September 1, 4, and 5, 2024 for 8 pax (Breakfast, Lunch, and Dinner)

C. VAN HIRE

- Whole-day rental of one (1) tourist van transport for September 1, 2024 within Puerto Princesa City
- Whole-day rental of one (1) tourist van transport for September 4, 2024 within Puerto Princesa City and Quezon
- Vans to be used should be DOT-Accredited

D. MEALS AND VENUE

- 2-day 10-hour use of venue rental for workshop proper with am and pm snacks, managed buffet lunch, and dinner for 25 pax from Sept. 2 – 3, 2024
- Venue should be able to provide basic sound system, PA system with LED screen and projector, and extension cords
- With free-flowing coffee, tea and water
- Use of podium, rostrum, and microphones
- Provision of registration tables and chairs
- Provision of parking slots for approximately 5 vans

E. AIRFARE

- Roundtrip airfare from Manila to Puerto Princesa City for 8 pax from September 1 – 5, 2024
- With 20kgs baggage allowance per pax per way

VII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **THREE HUNDRED SEVENTY-FIVE THOUSAND FOUR HUNDRED FORTY PESOS ONLY (PHP 375,440.00)** 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

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