

## **TERMS OF REFERENCE**

### **I. PROJECT**

Procurement of services from DOT Accredited Tour Operator for the Sail and Stay Tourism Circuit Validation

### **II. BACKGROUND**

The cruise industry is one of the most important growth sectors in the tourism market. Cruise tourism should be a central focus for sustainable development given its potential to continue outpacing overall tourism growth in arrivals, and because of its effects on intensifying visitor flows within destinations.

The cruise sector constitutes one of the fastest growing sectors of the tourism industry in the country, therefore the development of Sail and Stay Tourism Circuit in the Province of Batangas will be prioritized to be validated in order to assess the social, cultural, economic and environmental impacts of cruise tourism developments on the residents of host communities. This could also play an important role in the future planning and policy considerations for successful development, marketing and operations of cruise tourism in CALABARZON Region.

On June 24-25,2021, the Department of Tourism Region IV – A (CALABARZON), together with National Capital Region will conduct an assessment and calibration of cruise tourism and activities being offered in the Province of Batangas scheduled in line with the development of Sail and Stay Tourism Circuit.

The development of Sail and Stay Tourism Circuit is a joint project of Department of Tourism Regional Offices of CALABARZON and National Capital Region, as one of its flagship interregional program for tourism recovery and response under the new normal.

### **III. PROCUREMENT REQUIREMENTS**

1. Must be DOT accredited
2. Must be located in CALABARZON Region
3. Willing to provide services on a send-bill arrangement
4. Dates are subject to change
5. Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
6. Trimaran Yacht for sailing with maximum capacity of 15 pax.

7. With staff on-board to assist the guests and trained on Water and Safety Rescue (WASAR) in case of emergency
  8. Trimaran Yacht with water rescue equipment and strictly implementing Health and Safety Protocols
  9. Provide hotel/resort accommodation (6 rooms Double occupancy and 3 single Occupancy) inclusive of daily breakfast
  10. Secured sponsorships or discounted rates should be deducted from the total expense
  11. Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
  12. Uniformed, presentable and trained drivers.
  13. Van unit year model must be at least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.
  14. Van adequate to transport 4 – 6 persons with luggage and driver
  15. Equipped with climate control or air-conditioning
  16. Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles
  17. Equipped with safety belts for all seats
  18. Be at all times clean and tidy when arriving to pick up the passengers
  19. Regularly checked for roadworthiness and safety
  20. Maximum use of 15 hours per day inclusive of overtime and driver's fee and overtime
  21. Includes third-party liability insurance
  22. Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs and other miscellaneous fees
  23. Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
  24. With daily provision of wet tissues, alcohol, mineral water, mint
  25. First Aid kit on board
  26. Provision of umbrella on board
  27. Equipped with GPS or Waze
  28. Driver should have strong navigation skills
  29. DOH-Accredited COVID-19 Antigen Testing Facility
  30. Antigen Tests costs should be based on actual expenses
  31. Itinerary to be sent (subject to change without prior notice)
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**IV. SCOPE OF WORKS/ DELIVERABLES**

<b>PARTICULARS</b>	<b>BREAKDOWN</b>	<b>QUANTITY</b>	<b>REMARKS</b>
<b>Transportation</b>	June 24-25,2021 2 units vans x 2 days	2	Land Transportation Service of participants during the conduct of the assesement and validation
<b>Accommodation</b>	June 24-25,2021 (9 rooms for 2 days) Accommodation for 15 pax  6 rooms Double occupancy 3 single Occupancy	6	
<b>Antigen- Test</b>	June 24,2021 Antigen Test for 15 pax	15	
<b>Health and Safety Tour Kit</b>	Health and Safety Tour Kit includes Alchohol, Wipes, Facemask and Faceshield and M	15	
<b>Communication Expenses</b>	Load Card x 1 pax	1	
<b>Miscellaneous</b>	Supplies, etc	-	

**V. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is One Hundred Eighty-Eight Seven Hundred Fifty Thousand Pesos Only (Php 188,750.00) inclusive of applicable taxes and fees.

**VI. LEGAL DOCUMENTS**

1. Copy of Mayor's/Business Permit

2. Income Tax Returns (Annual Income Tax Return of the Preceding tax year) or Business Tax Returns (Value added Tax or Percentage covering the previous six months)
3. Philgeps Registration
4. Omnibus Sworn Statement (OSS)

**VII. TERMS OF PAYMENT**

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

**VIII. PROJECT OFFICER/CONTACT PERSON**

Prepared by:

  
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Noted by:

  
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